



HOLDEN HIGH SCHOOL

STUDENT/PARENT HANDBOOK

2018-2019

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<http://www.holdenschools.org>

It is the mission of Holden High School is to provide the skills, tools, and knowledge for our students to become productive citizens and life-long learners.

DISTRICT MISSION STATEMENT

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

ADMINISTRATOR'S MESSAGE

The Holden High School faculty and staff look forward to facilitating the continued education of every student who enters. We are proud of the programs we offer and we encourage each student to make the most of their time as a Holden Eagle.

Educating students today takes a team effort. School district faculty and staff, in cooperation with parents, is the only way to ensure student success. The development of a positive working partnership focused on students finding success is essential. Only by working together can we help every child reach their full potential.

Experience shows us that students who are involved in activities beyond the classroom find greater success academically. As a result of this fact, Holden High School offers a wide variety of activities, clubs and sports and encourages every student to become an active member within our school.

This handbook has been developed to help students and parents learn about the policies, procedures and services offered at Holden High School. Please use this handbook as a reference guide to answer questions that may arise throughout the school year.

We are excited about the new school year, and hope that each of you has a successful school year. Please take advantage of all the opportunities that lie ahead.

Go Eagles!

Ginger G. Jones
Principal

Joseph Parkhurst
Assistant Principal/Activities Director

BLUE EAGLE MARCH (School Fight Song)

We're Holden Eagles and we're proud to be
We'll cheer our Eagles on to Victory. So –

Cheer for our Eagles help them win tonight (day).

Go Eagles win and show your power and might.

GO! FIGHT! GO, FIGHT! GO, FIGHT, WIN!

I. GRADUATION INFORMATION

All students who have successfully completed the graduation requirements for a senior high diploma and are in good standing (the student has paid fees, fines, or all financial obligations, and fulfilled all disciplinary obligations) may participate in graduation exercises.

Graduation with Honors

Graduating "With Honor" scale:

Summa Cum Laude- 4.0 and up

Magna Cum Laude- 3.8- 3.9

Cum Laude- 3.5-3.7

Each student's final GPA will be truncated to determine Honor level.

A valedictorian and salutatorian, the students with the first and second highest grade point at the end of 8 semesters of work, will be recognized.

Graduation Day Speeches (See Board Policy INC)

All seniors that qualify for Magna Cum Laude or above will be eligible to submit a speech for graduation day. A faculty committee may choose two of the speeches entered, and the speeches **may** be presented to the class at the graduation ceremony.

A grade weighting system will be implemented for the computation of honor roll. Weighted classes will count as shown below in computation of cumulative and semester grade point averages. Weighted classes will include a major research paper and/or project comparable to college level. Students will be expected to do a significant amount of work outside of the classroom. See the Career and Education Planning Guide for a list of weighted classes.

4	A+		2.7	B
3.9	A+		2.6	B
3.8	A+		2.5	B
3.7	A+		2.4	C+
3.6	A+		2.3	C+
3.5	A		2.2	C
3.4	A		2.1	C
3.3	A		2.0	C
3.2	A		1.9	D+
3.1	A		1.8	D
3.0	A		1.7	D
2.9	B+		1.6	D
2.8	B+		1.5	F

Grade Points:	Regular	Weighted
A+	4.33	4.99
A	4.00	4.66
B+	3.33	3.99
B	3.00	3.66
C+	2.33	2.99
C	2.00	2.66
D+	1.33	1.99
D	1.00	1.66
F	0	0

I. A. HIGH SCHOOL GRADUATION REQUIREMENTS

The class of 2008 and successive classes will complete at least 28 of the possible 32 credits for graduation. The Board will establish subject areas and/or specific courses required for graduation. A student must pass proficiency exams concerning American History, and the Missouri and United States Constitutions. No student shall graduate without having successfully completed a course of instruction on the institutions, branches and functions of the government of the state of Missouri, including local governments; the United States government; and the electoral process. Refer to the Course Description Guide for specific information.

To be eligible for the financial incentives of the A+ Program, and to be certified as an A+ Student Graduate, the student must meet certain criteria. Refer to the A+ Student Manual for specific information.

Graduation requirements and grading scales for a student with a disability may be determined according to the student's Individualized Education Program.

I. B. END OF COURSE EXAMS

In Algebra I, Algebra II, Geometry, English I, English II, Biology, Physical Science, American Government, and American History the END OF COURSE EXAMS (EOC) will count as part of the semester grade.

I. C. REPORT CARDS AND PROGRESS REPORTS

Individual progress reports will be sent home every six weeks and final grade reports will be emailed or mailed home at the end of the semester and at the end of the year.

Term 1 (T1)	6 weeks
Term 2 (T2)	12 weeks
Semester 1	18 weeks
Term 4 (T4)	6 weeks
Term 5 (T5)	12 weeks
Semester 2	18 weeks

We encourage parents and students to sign up for the parent portal to check their students' progress on a regular basis.

I. D. NATIONAL HONOR SOCIETY

Sophomore, junior and senior students who have a cumulative GPA of 3.5 or above automatically become candidates for entry into the National Honor Society. Letters for eligibility into NHS will be sent to students. Academic eligibility does not ensure induction. Students must also fill out an information

form displaying records of service, leadership, and character. The Faculty Council will review all information forms and at that time, entrance into the Society will be decided. Selected students will be informed through the mail and invited to the induction ceremony that will take place.

I. E. ACADEMIC LETTER

Academic letters will be awarded to students who meet the following guidelines:

1. Must be enrolled in six credit hours of graded classes with two of them being in a core area (English, Math, Science, Social Studies, or Foreign Language).
2. Must maintain a 3.5 G.P.A. (weighted classes included) for the entire year (two semesters).
3. Letters will be presented to each student during the fall of the following school year with the exception of seniors who will receive their letter at graduation. In order for a senior to receive a letter at graduation, he/she must earn a letter during his/her senior year and *be in attendance the entire year*.
4. A first year qualifying student will receive the academic letter. Each subsequent qualifying year, the student will receive a pin/bar.
5. The academic letter is independent of all other letters.
6. Credit earned through summer school or through correspondence courses is not applicable to the academic letter.

I. F. INCOMPLETE GRADES

Students who fail to complete a course within the grading period may receive an "IC" on their grade card until such work is completed. A teacher may allow additional make-up time if approved by the Administration. An incomplete on a semester grade card counts the same as an "F" according to MSHSAA rules and eliminates eligibility.

I. G. DUAL CREDIT COURSES

Students enrolled in dual credit courses will follow the guidelines set forth in the dual credit instructor's syllabus regarding standards, deadlines, grading policies, attendance, etc. Students will receive a high school grade that will follow the high school handbook and a college grade that will follow the college syllabus.

I. H. CORRESPONDENCE COURSES

Students receiving administration approval to take a correspondence course are limited to transferring in a maximum of 2 total credits towards graduation.

I. ATTENDANCE POLICY (see Board Policy JED)

Regular and punctual school attendance is very important to a student's educational experience. A student misses valuable instruction and learning activities when he or she is absent or tardy. Holden School District expects at least a 95% attendance by every student.

- 1) There are multiple kinds of absences from school; verified/unverified, and truancy; For an absence to be verified parent contact to the office must be made either by a phone call the day of the absence or a written note brought in the day of the student's return to school. If parental contact has not been made by the following day, the student will be considered to have been truant and will be disciplined accordingly. Students under the age of 17 with excessive absences

will be referred to juvenile authorities. **Truancy or Tardiness** (see Board policy JED and procedures JED-AP1 and JED-AP2) –Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

Truancy Court School Procedures

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

- 2) With an absence, students may make-up all work missed within the **district grading** guidelines and/or in the syllabus.

- 3) Student attendance is updated daily in Parent Link and parents are encouraged to check frequently to keep track of their student's attendance. When a student reaches his /her fourth (4), fifth (5) and sixth (6) absence in a semester, a parent/guardian will receive a letter by email or mail (by mail if a current email is not on file) of their student's current attendance status. When a student reaches his/her seventh (7) absence in a semester, an official letter will be sent to the parent/guardian by certified mail. This letter will serve as notification that their student has missed 7 days in any one class. A copy of the student's attendance record will be included in this mailing.

- 4) Students participating in school-sponsored or authorized activities are responsible for arranging to make-up any missed work prior to the days missed.

- 5) The high school office is open between 7:00 a.m. and 4:00 p.m. The school will collect assignments and books for students missing 2 or more days, if requested by the parent. Please call by 8:30.
 - Students must supply the office with a note from any doctor/dentist appointment to verify the time and date of the appointment.

 - A student who is suspended from school (OSS) for a disciplinary problem will be expected to complete all work assigned and/or missed. Work completed during OSS will be credited with the exception of participation grades, labs, and any in-class assignments that cannot be completed otherwise, i.e.: cooperative group assignments, team collaboration, etc... Work that is completed during OSS will be due upon the day the student is eligible to return to school. Students must contact the office to arrange for pick up and return of completed work missed during the suspension. Students who receive a suspension \leq 10 days will have any tests or quizzes proctored at an alternate location and on the original class test date. Any student who receives a suspension >10 days may be transitioned into an alternative educational opportunity to earn credit. Students will meet with a principal upon return from a suspension. A student assigned ISS or OSS cannot participate in extra curricular activities on that date, nor are they allowed on school property without the permission of the administration.

- 6) NO STUDENT IS TO LEAVE SCHOOL DURING THE DAY FOR ANY REASON WITHOUT FOLLOWING THE PROPER BUILDING CHECK-IN /OUT PROCEDURE. Parent or guardian consent must be received before a student may leave. The student must sign out in the office, and sign back in upon returning. Failure to do so will result in disciplinary action.
- 7) VACATIONS: Attendance is a key component to student success. We strongly encourage students to be in attendance every day. If a vacation is unavoidable, the student must gather assignments from their teachers in advance, complete them in full and hand them in when a student returns to school.
- 8) TARDY POLICY: Students are expected to be in class and school on time. Official school time is 8:00-3:15. When a student arrives after 8:30 they will be consider absent. When a student fails to arrive to school or class on time he/she will be reported tardy to the office and the tardy policy will be enforced. Tardy count starts over at the beginning of the second semester.
- 9) ATTENDANCE AT FIELD TRIPS: A student must be in good attendance and academic standing to participate in the school sponsored field trips. The student is responsible to provide the field trip sponsor with evidence of academic standing and attendance previous to the trip.
- 10) ATTENDANCE AT STUDENT ACTIVITIES: No student will be allowed to participate in an activity, athletic event, or practice unless he/she was in attendance for all periods of that school day, except in cases of medical/dental appointments, family emergencies or prior approval by the administration. This does not include a tardy. This rule also applies for the day prior to an event scheduled on a weekend. Furthermore, the student may not be certified eligible to participate on any subsequent date until the student attends a full day of classes. It is important to be in attendance the full day following an event. Do not use activities as an excuse to miss school.

A student assigned OSS cannot participate in extra or co-curricular activities on that date, nor are they allowed on school property without the permission of the administration. Friday Night School makes a student ineligible on Friday night and on Saturday. A student assigned ISS can participate in practice or a concert (meeting a course requirement) on the same date, but not a contest.

Absence from practice or events must be cleared with the coach/sponsor before missing a practice or event. Classroom obligations and rules are to come first. After school detentions will be served as scheduled. Practices and events are not valid excuses for not serving detentions.

- 12) HOMEBOUND: If a student has an extensive illness or injury, (ten or more days), the district may be able to provide homebound services. Medical documentation will be necessary to begin homebound services. Please notify the counselor immediately if your student may be absent due to his or her health.

Part-time Attendance

Students Eligible

1. Students 16 years of age or older and senior standing.
2. Students having met state and local graduation requirements and/or students enrolled in present courses sufficient to meet state and local graduation requirements.
3. Students making application no later than December 1 of the preceding semester.
4. Students must have attended seven semesters of school.
5. Maintain a 95% attendance for 7 semesters.
6. Cumulative GPA 3.5

For what program can a student have part-time attendance?

7. Enrolled in and attending accredited institution of higher learning for a minimum of 3 credit hours.
8. Enrolled in and attending a recognized vocational institute.
9. Acceptance into an institution of higher learning or vocational institute must be secured prior to or within the first five (5) days of school or the student be rescheduled into additional class work.

What is required for part-time attendance?

1. Parents' written permission for students.
2. A written statement from the accredited institution of higher learning or recognized vocational school that fees have been paid; the student is duly enrolled with a copy of their schedule of classes indicating the starting and ending times for each class.
3. Administrative discretion will be used in special circumstances.
4. In the event the student does not complete the approved program for early dismissal, he/she will be enrolled in additional classes for credit.
5. Early dismissal students are subject to all school rules.
6. The part-time schedule must allow for students to enroll in the state/locally required courses at the high school.

* Unless the student needs to meet with district staff, a student will not be on school grounds more than five (5) minutes prior to the beginning of or five (5) minutes after the end of any class in which they are enrolled. Students must wait in the office if their transportation has not arrived. (JEA-AP)

*To be eligible for MSHSAA activities a student must be enrolled in 3.5 credits or higher per semester. (MSHSAA 2.3.2)

III. SCHOOL POLICY

III. A. BELL SCHEDULE

Block 1	8:00 -- 9:27
Block 2	9:31 -- 10:58
Block 3	11:02 -- 12:56
Lunch 1	11:02 -- 11:28
Lunch 2	11:46 -- 12:12
Lunch 3	12:30-- 12:56
Block 4	1:00 -- 1:44
Talon	1:00 -- 1:09
SOAR	1:12 -- 1:44
Block 5	1:48 -- 3:15

III. B. Talon/SOAR Time:

Goals: The goal of the Talon Time is to support every student in her/his efforts to be successful in school and in life. Furthermore, Talon Time is to be a place that feels like a supportive “home” for each student in the school setting.

1. SOAR is instructional time.
2. Students are to remain in their designated SOAR area for the remainder of SOAR time. Students are not to be in the hall for any reason during SOAR.
3. Students with referrals in the following subjects, on the following days, will trump all other referrals:

Monday:	No movement/Curriculum Programs
Tuesday:	Communication Arts
Wednesday:	Math
Thursday:	Science/Social Studies
Friday:	Practical Arts
4. **The library will be open as a quiet, no noise space.**
5. The cafeteria will be open to students who meet the following minimum criteria:
 - A. 2 in all classes
 - B. No discipline
 - C. No tardies
 - D. 95% attendance
 - E. No fines or fees

Cafeteria benefits:

1. Open cell phone use **with ear buds only**
 2. iPod/digital music use **with ear buds only**
6. The gym will be open to students who meet the following criteria:
 - A. 2 in all classes
 - B. No OSS

Monday thru Friday students are to start each 4th block in Talon Time. Talon Time is to be utilized to check on students, review class progress, and the instructor is to lead the assigning of that week's SOAR locations for every student. A Google document of each student's referral schedule is to be kept by the Talon teacher.

*If during the week a student requests a change in location for one or more of the days. The students' (homeroom) Talon time teacher must be the one that makes the communication with the teacher/sponsor the student is requesting to go see.

III. C. PHYSICAL EXAMS, HEALTH RECORDS, AND IMMUNIZATIONS

All students participating in extra-curricular athletic events, including cheerleaders and dance must have a thorough physical examination by their family physician before participating in tryouts, camp, or any interscholastic activity. A physical received after February 1 is valid for the next school year. The school nurse will keep current health records for each student on file. Every student must be immunized in accordance with the rules and regulations adopted by the Department of Public Health and Welfare prior to entering school. If this immunization is not completed by the prescribed time, a student may not remain in school. Parents who cannot fulfill the State immunization requirement because of financial, religious, or constitutional reason, may discuss the situation with the Principal. *The authority for these requirements is granted in section 167.181 R Mo S.*

III. D. EMERGENCY CARDS

All students in grade kindergarten through twelve must have a completed emergency form on file with the office.

III. E. BULLETIN BOARDS AND POSTERS

All announcements (posters included) must have office approval before being placed on display and be stamped "APPROVED". School principals may designate a bulletin board, table or other specific location where information regarding nonprofit community events targeting students and parents may be posted or otherwise advertised. All groups fitting this description will be allowed to submit advertising to be placed at the designated location. Such advertising must be provided to the school principal first and must clearly state that the district does not sponsor or endorse the information. School principals may establish uniform rules about the length of time an advertisement will be available and may limit the number of advertisements available at one time. Board Policy KI.

III. F. DAILY ANNOUNCEMENTS

The daily bulletin will be read daily. Students will be responsible for the contents. **The office must approve all daily announcements before they will be included in the bulletin.**

III. G. FEES AND OTHER FIXED COSTS

Certain classes require fees due to expenses on personal projects. Students may incur additional expenses on personal projects and are expected to pay those fees before projects will be released to go home. Fees and other owed charges will be paid to the office and must be paid before projects go home. Any student who cannot pay a fee at the required time should see the Principal. Please present separate checks for different accounts or activities. Diplomas may be held for fees that are not paid upon the time of graduation.

III. H. GUIDANCE SERVICES/SOCIAL WORKER

- 1) The objectives of the Guidance Department are to help each student with his/her educational, vocational, and personal problems.

- 2) The Counselor provides aid in securing scholarships, planning student course schedules, providing conflict resolution (personal and interpersonal), and career counseling.
- 3) The Counselor's office is open to any student in grades 9-12. Students wishing to have an appointment should sign the Counselor's list in the office. The student will be called to the office.
- 4) **A district social worker will be available to assist the counseling department to meet the various needs of the students.**

III. I. INCLEMENT WEATHER

Information about school closings and event cancellations will be broadcast on local and Kansas City area media outlets. Please check more than one radio or television station as the decision to air announcements may differ from station to station.

III. J. LOST AND FOUND

Found articles should be brought to the office, where the owner may claim them. Contact the office if you lose an article. Unclaimed items will be disposed of periodically.

STUDENTS SHOULD NOT BRING LARGE SUMS OF MONEY OR VALUABLE POSSESSIONS TO SCHOOL. THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN PROPERTY.

III. K. LOCKERS (Board Policy JFG)

Lockers are available for all high school students and will be assigned when picking up class schedules for the year. School lockers are equipped with a combination lock and if lost, the student will be required to pay the replacement cost. Students must have this lock on their locker at all times. If a lock is not on a student's locker, he or she will receive disciplinary action. The lockers and locks are the property of the school and will remain under their jurisdiction. A student may have his/her locker privilege revoked if deemed necessary. Students must be aware that lockers will be randomly searched and inspected if the administration considers a search necessary to maintain the integrity of the school environment, to protect other students and will remove items considered objectionable. Students are expected to keep their lockers clean.

Students are required to use the same locker all year unless a change is authorized through the office. Students are not to share lockers. Lockers that are damaged, defaced, or vandalized (scratched, written on, etc.) will be assessed accordingly, and the person that locker was issued to will be responsible.

III. L. BOOKBAGS/PURSES

Students will not be allowed to carry bags to class. All bags must be stored in their assigned locker. Due to lack of adequate storage area in the locker rooms, students will be permitted to carry their gym bag to and from physical education classes only. Valuables should be stored in their assigned locker and should not be taken to the locker room. Any questions on appropriate size will be determined by administration.

III. M. BREAKFAST AND LUNCH PROGRAM

- Breakfast begins at 7:35 a.m.
- Breakfast and lunch menus will be posted monthly.
- Students are to report to the cafeteria at lunchtime and no one is to leave the school campus for lunch. No outside visitors are allowed to eat in the cafeteria. Students will be dismissed from the cafeteria only with the lunchroom supervisor's permission.

- Money received before 9:30 a.m. will be credited to the student's account on that day, but if received after 9:30 will appear on the account the next day. **Students are not allowed to charge for meals**, however, a nutritious alternative lunch will be served to those students with a negative account balance.

III. N. TELEPHONE CALLS

The school telephone is to be used for school business or emergency calls. Students will not be called out of class to the telephone unless absolutely necessary. The classroom phone is not to be used for a student's personal business. There is a student phone available in the office.

III. O. ELECTRONIC DEVICES

The use of electronic devices within the classroom is teacher discretion for educational purposes. The electronic device used should be issued by the school district. **The use of any electronic devices in the locker room is prohibited.** Using a cell phone **or other electronic device** to take pictures or audio/video record is not allowed during the school day, on school transportation, restrooms, or locker room/changing area. **No cell phones are to be used during the school day EXCEPT DURING lunch.** See discipline policy for consequences.

III. P. ARRIVAL, DEPARTURE AND SUPERVISION

Students should leave the building by 3:30 p.m. A certified staff member or sponsor must properly supervise all students and activities outside of the regular school day.

III. Q. SUPERVISED BUSINESS EXPERIENCE STUDENTS

SBE students need to leave the campus immediately following their scheduled last class, unless they receive permission from the High School office.

III.R. MENTORS & TEACHER'S AIDES

Students who are mentors and teacher's aides must sign out in the high school office and sign in with the building office in which they will be serving as a mentor or teacher's aide. They are to remain in the appropriate building for the entire block. When returning to the high school, students must sign back in with the high school office. Students returning to the High School are to remain in the Eagle Landing until the bell rings to move to the next block. All students must **enter and exit** the elementary and middle school through the front entry doors.

III. S. CARE OF BUILDING AND EQUIPMENT

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

III. T. FOOD, DRINKS AND GUM

Teachers may include a no food/gum/drink policy in their classroom. Students are expected to dispose of all food and beverage items appropriately. No sale of food items are to be made at any time during school hours by individuals. Students are not to bring open beverage containers that have been purchased outside of school beyond Eagle Landing.

III. U. TEXTBOOKS

Students are responsible for textbooks and other educational materials issued to them by the school district for use during the school year. The student will be charged for abnormal wear or loss of books at

the rate necessary for replacement of the book. All money owed to the school must be paid in full.
STUDENTS ARE TO WRITE THEIR NAME IN TEXTBOOKS.

III. V. SCHOOL-SPONSORED TRANSPORTATION

All students participating in school-sponsored activities, requiring transportation, must be transported on school transportation.

- Students will not be allowed to take their own vehicles on school-sponsored activities.
- While at school-sponsored activities, students may not leave the premises without direct permission from the sponsor.
- All students are required to return on school-sponsored transportation, unless the Principal, Coach, Sponsor, or A.D. gives permission for parents to sign their student out.
- All students will be transported to and from their respective activity/event by school transportation. The only exception to this is when the student/athlete and their parent sign a transportation release from the event. If this becomes necessary, a transportation release must be submitted for prior administrative approval from parent or guardian of student concerned, adult or family member transporting student will sign student out from event. A request must be made for each occurrence. The coach or sponsor will make the final decision.
- Transportation forms are available in the activity director's office.

Apple Bus/Holden R-III School Bus Rules

- 1) Observe Classroom Conduct**
- 2) Be courteous, NO profane language**
- 3) Do NOT EAT, DRINK OR CHEW GUM**
- 4) Keep the bus clean**
- 5) Cooperate with the driver**
- 6) DO NOT damage the bus or equipment on the bus**
- 7) Stay in your seat facing the front**
- 8) Keep head, hands and feet inside the bus**
- 9) DO NOT fight, push or shove**
- 10) DO NOT tamper with bus equipment**
- 11) DO NOT bring animals (live or dead) onto the bus**
- 12) DO NOT bring flammable materials onto the bus**
- 13) DRIVER CAN ASSIGN SEATS**

III. W. VISITORS

Visitors should come to the office first; there they will be referred to the proper classroom or individual. Parents wishing to confer with school staff must check with the office first. Other than parents or patrons, no visitors will be allowed without the permission of the High School Administration. The high school has a closed lunch policy whereby no visitors are allowed to eat lunch with students.

III. X. DIRECTORY INFORMATION (Board Policy JO)

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The district will designate the types of information included in directory information and release this information without first obtaining consent from a parent or eligible student unless a parent or eligible student notifies the district in writing as directed. Parents and eligible students will be notified annually of

the information the district has designated as directory information and the process for notifying the district if they do not want the information released.

Even if parents or eligible students notify the district in writing that they do not want directory information disclosed, the district may still disclose the information if required or allowed to do so by law. For example, the district may require students to disclose their names, identifiers or district e-mail addresses in classes in which they are enrolled, or students may be required to wear, publicly display or disclose a student identification card or badge that exhibits information that is designated as directory information.

The school district designates the following items as directory information.

General Directory Information – The following information the district maintains about a personally identifiable student may be disclosed by the district to the school community through, for example, district publications, or to any person without first obtaining written consent from a parent or eligible student:

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

Limited Directory Information – In addition to general directory information, the following information the district maintains about a personally identifiable student may be disclosed to: school officials with a legitimate educational interest; parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services:

The student's address, telephone number and e-mail address and the parents' addresses, telephone numbers and e-mail addresses.

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

Please send notifications to:

Holden High School
1901 South Main
Holden, MO 64040

IV. SCHOOL PROCEDURES

IV. A. NURSE'S OFFICE

Students who are ill or injured must report to the nurse's office. Students are not to use cell phones or classroom phones to contact parent. The nurse or the office staff will contact them.

IV. B. ADMINISTERING MEDICINES TO STUDENTS

The administration of medications, including over-the-counter medications, is a nursing activity that must be performed by a registered professional nurse or a licensed practical nurse. A registered professional nurse may delegate and thereby will supervise the administration of medication by unlicensed personnel who are trained by the nurse to administer medications.

Nurses Notes: Giving of medicine to children during school hours shall be discouraged and restricted to necessary medication that cannot be given on an alternative schedule. When medication is to be administered by school officials, the medicine must be in the original container with a label affixed by a pharmacy with the physician's name, the student's name, and the name and dosage of medication. In addition, the request must be filled out and signed by the parent.

Non-prescription drugs will not be given except on written orders from a physician detailing the name of student, the name of the drug, the dosage, and time interval that the drug is to be given, as well as stating the medical condition for which it is to be given

The parent of the child must assume responsibility for informing school personnel of any change in the child's health or change in medication. All medication must be transported to and from school by an adult. No medication is permitted on district school buses.

IV. C. PRESCRIPTION MEDICATION

The student's physician shall provide the school with a written request the student be given medication during school hours. The request shall state the name of the student, name of the drug, dosage, frequency of administration, how the medication is to be given and the doctor's name. The parent/guardian will supply and deliver the medication in a properly labeled container. The prescription label will be considered an equivalent of the physician's order for short-term medication. No medication can be transported on buses. Medication supplies should not exceed a 30-day supply. The district will not administer the first dose of any medication.

IV. D. OVER-THE-COUNTER MEDICATION

A written standing order of over-the-counter medications in schools may be secured from a physician for an individual student. Written permission must be obtained from a parent/guardian to administer over-the-counter medications that have been prescribed. Over-the-counter medication may be used for two (2) weeks and then must be removed or it will be destroyed. Students in possession of OTC medicine will be disciplined according to school policy.

IV. E. SELF-ADMINISTRATION OF MEDICATION

1. The parents/guardians of the student must provide the Board with written certification from the student's physician that the student has asthma or other potentially life-threatening illness.
2. The Board must inform the parents/guardians of the student, in writing, that the district and its employees or agents shall incur no liability as a result of any injury arising from the self-administration by the student, absent any negligence by the district, its employees or agents; or as a result of providing all of the above-mentioned relevant information to the school nurse, or in the absence of a school nurse, to the school administrator.

IV. F. SCHOOL RESOURCE OFFICER

The Holden R-3 School District employs a School Resource Officer (SRO) in conjunction with the Holden Police Department. The SRO is utilized in a variety of ways to enhance the educational experience of each student. The SRO responsibilities may include, but not limited to, conferencing with students,

providing classroom instruction, assisting with emergency drills or situations, supervising hallways or school facilities and attending school activities.

IV. G. LIBRARY PROCEDURES AND REGULATIONS

Students checking out materials are responsible for them until they are returned. Books are checked out for 30 days and may be renewed. No more than three books may be checked out. Students are responsible for lost and/or damaged books and they must be turned in or paid for. Students with outstanding library accounts may not attend school dances, including prom, until the account is brought up to date. Library hours are **7:30 – 3:30**.

IV. H. SCHEDULE CHANGES AND DROPPED CLASSES

Students have **three (3)** days at the beginning of each semester in which to change their schedules. Students are not permitted to change from a yearlong class without Administration approval.

IV. I. TECHNOLOGY

Take Flight: Technology for the 21st Century Learner

Program Overview

The purpose of our 1:1 initiative is to put current technology into the hands of all students to help enhance, personalize, and further develop our academic program. The Holden R-III School District purchases and owns the Chromebooks and distributes them to students to use for educational purposes during the academic year. As long as students follow the expectations set forth in this handbook, they are also allowed to take the computers home to complete their studies. Whenever students leave our school district as well as at the end of the school year, their personal computers are collected, inspected, updated, and maintained by school district technology staff.

Students in grades K-2 will use classroom sets of iPads at school. Chromebooks will be assigned to students in grades 3-12. Starting in grade 3, students will be able to take their assigned devices home once they have shown proficiency on the digital citizenship curriculum requirements and have enrolled their device in the District's self-insurance plan. Students are accountable for ensuring the care of the equipment entrusted to them. Students assigned a Chromebook will receive a computer and charger. Proper care for each of these items is covered below.

Digital Citizenship

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

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

Family Partnership

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

“1:1 Ideas” for families:

- Help kids find a safe place to store and charge their Chromebook when at home.
- Set expectations of how and when the Chromebook will be used at home.
- Engage students in conversations about how they are using their Chromebook.
- Consider using home filtering services as appropriate for your family’s needs.

- Communicate concerns and/or ideas with the Holden R-III School District.
(Help us help your kids!)

Loss, Theft and Damage

By taking possession of a borrowed device, the borrower agrees to assume full responsibility for the safety, security, and care of the borrowed property. Students and/or families are required to participate in the District's self-insurance plan.

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

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

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

Terms of the Agreement

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

Insurance

The Holden R-III School District participates in a self-funded insurance program through One2One Risk Solutions. Visit <https://www.one2onerisk.com/> to enroll your device. All

students assigned a Chromebook or MacBook Air to take home are required to participate in the insurance program. The annual damage waiver fees are as follows:

Damage Waiver Cost – Chromebook

\$30*

- * Students in households that qualify for free/reduced (F/R) price meals are eligible for a \$5 deduction on their damage waiver fee per device. The Chromebook damage waiver fee for F/R is \$25 per device.
- * Households with three (3) or more students will be eligible for a \$5 deduction per device on their damage waiver fee for the 3rd, 4th, 5th, etc. student.

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

Deductible Schedule – Chromebooks

Claim #1 - \$25

Claim #2 - \$25

Claim #3 - \$50

*Stolen Claim - \$75

Lost - \$200

*This claim requires a police report to be filed.

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

Property Rights

Users must respect the intellectual property of others by crediting sources and following all copyright laws. All software loaded on Holden R-III School District hardware is the property of Holden R-III School District and may not be copied or transmitted to any outside party. No student may copy, download from the Internet or install onto a district

computer device or otherwise use any software in violation of applicable copyrights and license agreements.

Student Responsibilities & Discipline (Board Policy EHB)

Each student will be responsible for:

- Signing Holden R-III School District's Acceptable Use Agreement
- Always having in his/her possession a fully-charged computer device
- Attending each class with his/her computer unless directed otherwise by faculty
- Logging in under his/her assigned username and password and not sharing passwords with other students. Only logins from the holden.k12.mo.us domain will be allowed to login on the student Chromebooks and MacBook Airs.

Disciplinary Procedures

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

- Expectations regarding student use of school technology are outlined in the Acceptable Use Policy (AUP) and in this handbook.
- Discipline for violations of the AUP or mistreatment of school property will be handled in accordance with protocol outlined in this handbook.

Things to Remember in the Classroom

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

Tips for Taking Care of Chromebooks

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

To maximize battery life:

- Turn down volume.
- Turn down brightness.
- Exit any applications you are not using.
- Shut down Chromebook completely when not in use.

Student access to the Internet and monitoring

- At school, students will have access to the Internet through the school network. When not at school, students can access the Internet using the District Chromebook if they have Internet access available to them in their home or other locations. The Holden R-III School District does not provide students with Internet access outside of school.
- Students may access the Internet on their Chromebook at any time outside of school. The network settings will filter for adult content even when the device is away from school. Parents should be aware that there are limitations to any web filter. As with any other Internet-enabled device, the Holden R-III School District recommends that

parents/legal guardians monitor their student's time and activities on the Internet. Students should understand that their parent's/guardian's rules about Internet usage outside of school are applicable even when the student is using the Chromebook.

- There is no expectation of privacy while using a Chromebook, networks, or technology. The Chromebook is the property of the Holden R-III School District, and the Holden R-III School District may search the Chromebook at any time. The District's Acceptable Usage Policy defines appropriate use of district technology, including the Chromebooks and defines "inappropriate material". Students who access inappropriate sites, or are accessing sites during the school day that are not related to a class they are attending, will be subject to disciplinary action.
- If prohibited or inappropriate websites or content are accessed by accident, the student should immediately leave the site and report the incident to an adult.

Downloading programs and personalizing the Chromebook

- Students are allowed to download school-related apps.
- Students must never intentionally damage the Chromebook in any way. This includes carving, scratching, and excessive roughness.
- Removal of the device identification is prohibited.

General Care/Handling/Use

- NEVER walk from one location to another with an open computer. This is applicable at school and at home.
- Students are responsible for all media, Internet usage, downloads, file creations, file deletion, file sharing, file storage, and other actions that involve all software or applications accessed via your assigned Chromebook.
- Students are prohibited from allowing other individuals to use the Chromebook, charger, and related equipment that is assigned to them.
- Only the Holden R-III Technology Department is authorized to troubleshoot, diagnose, or repair the Chromebook.
- Unattended and unlocked equipment, if stolen - including at school - will be the student's responsibility.

- If on an athletic team, never leave the Chromebook on a school bus, in the gym, in a locker room, on a playing field, or in other areas where it could be damaged or stolen.

Chromebook Problems

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

IV. J. WITHDRAWAL AND TRANSFERRING FROM SCHOOL

When a student moves from the district or leaves school, the student or parent should notify the Counselor. Each student must obtain a withdrawal form from the Counselor, which must be signed by each teacher and returned to the Counselor.

IV. K. WARRENSBURG AREA CAREER CENTER

Seniors and juniors may be eligible to attend the Warrensburg Area Career Center. Students attending the Career Center will need to observe the following guidelines:

- The Career Center bus will depart @ 11:30. Students must report to a designated location upon returning from WACC until the end of the school day.
- Students must ride school-approved transportation (the bus) to and from Warrensburg. Exceptions to this will only be made with the proper paperwork being filled out. Disciplinary action will result if this regulation is not followed.
- When class at the Career Center is canceled or not in session, Career Center students will be expected at school. When class at the Career Center is in session and Holden High School is not, students are required to attend the vocational classes. Transportation will be provided.

IV. L. REESE EDUCATIONAL CENTER

See the Counselor for information regarding the alternative school options.

IV. M. COMPUTER ACCEPTABLE USE

Holden High School offers Internet access for student use. Students are expected to use the system in a responsible and appropriate manner. Each student and parent must sign a technology use agreement prior to utilizing the system. Failure to use the available computers in an appropriate manner will result in possible disciplinary action. (Refer to the Technology Usage Policy EHB, EHB-A, EIA)

V. DISTRIBUTION OF NONCURRICULAR STUDENT PUBLICATIONS (Board Policy IGDBA)

I. Guidelines

Students may distribute, at reasonable times and places, unofficial material, including but not limited to petitions, buttons, badges, or other insignia. If the district allows students to use its

technology resources for non-curricular purposes, any exchange of unofficial material which is delivered or accessed using district technology resources is also subject to this policy. However, students cannot distribute expressions which:

- A. Are obscene to minors.
- B. Are libelous.
- C. Are pervasively indecent or vulgar (secondary schools)/contain any indecent or vulgar language (elementary schools).
- D. Advertise any product or service not permitted to minors by law.
- E. Constitute insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin).
- F. Present a clear and present likelihood that, either because of their content or their manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school procedures.

II. **Procedures**

Anyone wishing to distribute unofficial material must first submit for approval a copy of the material to the principal or designee 24 hours in advance of desired distribution time, together with the following information:

- A. Name and phone number of the person submitting request.
- B. Date(s) and time(s) of day of intended distribution.
- C. Location where material will be distributed.
- D. The grade(s) of students to whom the distribution is intended. Within 24 hours of submission, the principal (or his or her designee) will render a decision whether the material violates the Guidelines in Section I or the time, place and manner restrictions in Section III of this policy. In the event that permission to distribute the material is denied, the person submitting the request should be informed in writing of the reasons for the denial.

Permission to distribute material does not imply approval of its contents by the school, the administration, the Board, or the individual reviewing the material submitted.

If the person submitting the request does not receive a response within 24 hours of submission, the person shall contact the office to verify that the lack of response was not due to an inability to locate the person. If the person has made this verification and there is no response to the request, the material may be distributed in accordance with the time, place and manner provisions in Section III.

If the person is dissatisfied with the decision of the principal (or designee), the person may submit a written request for appeal to the superintendent of schools or his or her secretary.

If the person does not receive a response within three days (not counting Saturdays, Sundays and holidays) of submitting the appeal, the person shall contact the office of the superintendent to verify that the lack of response is not due to an inability to locate the person.

If the person has made this verification and there is no response to the appeal, the material may be distributed in accordance with the time, place and manner provisions in Section III.

At every level of the process, the person submitting the request shall have the right to appear and present the reasons supported by relevant witnesses and material, as to why distribution of the unofficial material is appropriate.

III. **Time, Place and Manner of Distribution**

The distribution of unofficial material shall be limited to a reasonable time, place and manner as follows:

- A. No unofficial material may be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.
- B. Distribution of unofficial material is prohibited when it blocks the safe flow of traffic within corridors and entranceways of the school or when it disrupts the use of district technology resources.

IV. **Definitions**

The following definitions apply to the following terms as used in this policy:

- A. "*Obscene to minors*" is defined as:
 - 1. The average person, applying contemporary community standards, would find that the unofficial material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested; and/or
 - 2. The unofficial material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and/or
 - 3. The unofficial material, taken as a whole, lacks serious literary, artistic, political or scientific value for minors.
- B. "*Minor*" means any person under the age of 18.
- C. "*Material and substantial disruption*" of a normal school activity is defined as follows:
 - 1. Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
 - 2. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods), "material and substantial disruption" is defined as student rioting, unlawful seizures of property, widespread shouting or boisterous conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out or other related forms of activity.

In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience

in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the material in question.

- D. *"School activities"* means any activity of students sponsored by the school and includes -- by way of example, and not by way of limitation -- classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays, and in-school lunch periods.
- E. *"Unofficial material"* includes all written or pictorial communications except school publications funded and/or sponsored or authorized by the school. Examples include leaflets, buttons, badges, insignia, brochures, flyers, petitions, placards, underground newspapers, websites, links to websites, and e-mails, whether created by students or others.
- F. *"Libelous"* is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation, or to lower him or her in the esteem of the community.
- G. *"Distribution"* means circulation or dissemination of unofficial material by means of handing out free copies, selling or offering copies for sale and accepting donations for copies or delivery via district technology. It includes displaying unofficial material in areas of the school, which are generally frequented by students.

V. Disciplinary Action

Distribution by a student of unofficial material prohibited in Section I or in violation of Section III may be treated as a violation of the student discipline code.

VI. Notice of Policy to Students

A copy of this policy will be published in student handbooks and posted conspicuously in school buildings.

VI. O. SELLING OF MERCHANDISE

No sale of any items are to be made at any time during school hours by individuals.

VII. INTERSCHOLASTIC ACTIVITIES, EXTRA CURRICULAR ACTIVITIES:

<p>Grades 9-12</p>	<p>Prior Semester: Earned 3.0 credits or 80% of maximum allowed classes a student can be enrolled in a semester, whichever is greater.</p>	<p>Current Semester: Enrolled in 3.0 credits or 80% of maximum allowed classes a student can be enrolled in a semester, whichever is greater.</p>	<p>Semester Eligibility: Students with two F's at the end of S1 and S2 will be ineligible for the entire next semester. Semester eligibility overrides term eligibility.</p>	<p>Mid Semester: Students with two F's at the end of Term 1 and Term 4 grade checks will be ineligible until the student has less than two F's.</p>
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Grade 7-8	Prior Grading Period: Students with two F's at the end of the quarter grading period will be ineligible until grades are raised to a maximum of one F at mid-term.	Current Grading Period: Enrolled in the normal course load for their grade.	N/A	N/A
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**Summer school courses may count towards maintaining an 8th graders academic eligibility for the FIRST grading period, provided some requirements are met.*

***Summer school courses may count towards maintaining a 9-12th graders academic eligibility for FALL semester provided some requirements are met.*

****During academic suspension, students need to attend practices, games, concerts, go to team meetings, etc..., but they cannot represent the school in any contests. Students may not travel to away events. Students will be allowed to participate in a local concert, local marching band event, or a local pep band performance if it is tied to an academic class.*

*****Academic eligibility will start over for students who are promoted to the 7th or 9th grade prior to the first day of classes.*

V. C. Athletes who participate in interscholastic activities and who receive injuries requiring medical treatment or services of a doctor must have a written release from the doctor before returning to practice or competition.

V. D. Participating in any extra-curricular or interscholastic activity is a privilege and not a right. Each of these groups may have specific rules and regulations that must be adhered to in order to be a member of that group. While at an extra-curricular activity the same rules and expectations as the school day apply. Refer to the Activities Handbook for more information.

VI. STUDENT CONDUCT

VI. A. APPEARANCE AND ATTIRE (DRESS CODE)

Students are expected to display cleanliness, neatness, and appropriate attire at all times. Any form of disruptive, revealing or suggestive dress is unacceptable; disciplinary action will be taken when a student's attire becomes a disruptive factor in school. Student's attire includes wearing apparel, gym bags, hats, etc.

TO BE ACCEPTABLE:

1. Shoes must always be worn for health reasons.
2. The length of skirts, dresses or shorts (boys or girls) must be of appropriate length. Shorts or skirts, which have split seams on the sides, will be measured from the top of the split or are considered disruptive in nature to the educational process.
3. All shirts and dresses must have sleeves.

UNACCEPTABLE:

1. Headwear, including hoods on hooded sweatshirts, bandanas (out of back pocket), and sunglasses in the school building on school days until 3:15 p.m.

2. Writing that might be offensive, such as profanity, obscenity, sexual references and/or any reference to alcohol, tobacco or other drugs. The confederate flag is not to be worn or displayed at school or school activities.
3. Wearing the same clothes to class that you wear in P.E. or athletic practice.
4. Chains/dog collars/spikes of any kind and/or gang related clothing. This includes bandanas.
5. Visible undergarments. Long coats or trench coats.

VI. B. ASSEMBLY CONDUCT

All students are expected to walk quietly to the gymnasium in an orderly manner. General guidelines for behavior at assemblies are:

- 1) Give the speaker(s) your utmost cooperation and attention.
- 2) Applaud only when applause is in order.
- 3) At the close of the program, wait for the signal to leave, and then proceed back to the proper classroom quietly and orderly.

VI. C. AUTOMOBILES AND MOTOR VEHICLES

Driving of motor vehicles in a careless or reckless manner is strictly forbidden, and the Principal may deny the privilege of driving to school.

- Speed limits around the school shall not exceed 10 miles per hour.
- During the time between arrival and departure, no student is to use any motor vehicle without the permission of the Administration.
- Students are to park their vehicles in an orderly fashion in the north parking lot. Students should never park in the circle drive or in the teachers' parking area at any time including behind the school.
- Students must register license plate numbers with the office and participate in the random drug testing program to park on school property.
- Student parking fee is \$20.00. If your tag is lost or stolen, a replacement fee will be assessed.
- It is a privilege, not a right, to park on school grounds. The school retains the authority to conduct routine patrols of any vehicle parked on school grounds. The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that such a search will produce evidence that the student has violated or is violating either the law or district policy. **(See Board Policy JFG)**
- **Once a student has arrived to school he/she must enter the building and not return to their vehicle during the school day.**

VI. D. LOITERING

The following rules apply to the school parking lot and school grounds.

- Students arriving at school should enter the building immediately.
- Once in the school building, students may not return to the parking lot or cars.
- When students are dismissed, they should leave the building by 3:20 unless under a teacher's supervision.

VI. E. BUS CONDUCT

Students riding the buses will be required to conduct themselves in the same manner in which they are expected to conduct themselves in school. Riding the bus is a privilege, the Administration may deny, to any pupil, the right to ride the bus if the student exhibits improper conduct. All students riding the bus are subject to video surveillance.

Apple Bus/Holden R-III School Bus Rules

- 1) Observe Classroom Conduct
- 2) Be courteous, NO profane language
- 3) Do NOT EAT, DRINK OR CHEW GUM
- 4) Keep the bus clean
- 5) Cooperate with the driver
- 6) DO NOT damage the bus or equipment on the bus
- 7) Stay in your seat facing the front
- 8) Keep head, hands and feet inside the bus
- 9) DO NOT fight, push or shove
- 10) DO NOT tamper with bus equipment
- 11) DO NOT bring animals (live or dead) onto the bus
- 12) DO NOT bring flammable materials onto the bus
- 13) DRIVER CAN ASSIGN SEATS

BUS DISCIPLINARY ACTIONS

Students who become involved in areas of problem behavior will be subjected to certain disciplinary actions.

CONFERENCE - A formal conference is held between the student and one or more school officials.

PARENT INVOLVEMENT – A telephone call, personal contact, conference or letter notifies the legal guardian of a situation.

DETENTION – The student will be assigned an after school detention until 4:30.

IN-SCHOOL-SUSPENSION – Assignment to the In-School Suspension room. The office will arrange for assignments and students must have books and materials with him/her, and report to the designated location by 8:20 a.m.

FRIDAY NIGHT SCHOOL – The student is assigned a Friday Night School on select Friday's from 3:20 – 6:20. The teacher on duty will supervise the students. Students assigned to Friday Night School cannot be on school property after 6:30 p.m. until the next day. Students are not eligible for activities/events on Friday, and are not eligible for contests on Saturday.

BUS SUSPENSION – The student is excluded from riding the school bus for a certain period of time.

OUT-OF-SCHOOL SUSPENSION - The student is excluded from school and related activities for a period of 1 – 10 school days. A referral for a suspension of up to 180 could be made to the superintendent. Parents will be notified of the action taken.

EXPULSION - The student is informed that he/she is immediately suspended from school and that a recommendation for expulsion will be made to the superintendent and the Board of Education. An expulsion includes the removal of a student from school, from school activities, and all related school functions. The student and his/her legal guardian will be notified of the pending expulsion and information about his/her rights under due process will be explained.

VI. F. HALL PROCEDURE

Adequate time will be given for passage from one class to another. Students should not run, yell or push in the hallway. Any student in the hall during class time must have a pass for that period.

VI. G. MANNERS AND COURTESY

Respect for parents, teachers, administrators, staff, fellow students, and the property of others builds better schools. A student should address a member of the faculty by Mr., Mrs., Ms., Miss, or Coach, followed by their last name.

VI. H. SCHOOL SPIRIT

The combined spirit of all those individuals making up the school system must be kept positive if educational goals and objectives are to be met. The following are expected:

Courtesy: Towards teachers, fellow students, our guests and their followers, and the officials of school activities.

Pride: In being a part of everything that Holden High School has accomplished or the endeavors to be accomplished.

Sportsmanship: The ability to win and lose gracefully. Your school activities need your enthusiasm and support.

VI. I. SCHOOL-SPONSORED DANCES

School dances shall be scheduled on Friday and Saturday nights only. Dances are open only for Holden High School students and their dates.

- A. Outside dates are to be signed up in the office by noon on Thursday, prior to the dance.
- B. Once in, always in, and once out, always out.
- C. No alcoholic beverages or illegal drugs are allowed in the building or on the school grounds.
- D. Students bringing out-of-school dates are responsible for their dates behavior and cooperation.
- E. High School dances are for students in High School (not Middle School). Guests of students enrolled in good standing at Holden High School must be 20 years of age or younger (not 21 or older) and must provide a photo ID.
- F. All school rules apply at school-sponsored dances.

Part-time students who are in good standing may attend school dances.

VII. STUDENT BEHAVIOR AND DISCIPLINE

VII. A. STUDENT CONDUCT

The Board of Education recognizes that acceptable behavior is essential to the development of responsible and self-disciplined citizens, and in promoting an effective instructional program in the district's schools. Acceptable behavior is based on respect for one's self, and for the worth and human dignity of others. The development of such behavior in students is a dual function of the home and of the school. (Refer to Board Policy JG.)

VII. B. RIGHT OF DUE PROCESS

All students are entitled to due process. This means that no action will be taken against a student until everyone involved has presented the facts, and a judgment has been made.

A student who wishes to exercise their right of appeal must follow the chain of command as follows: 1) Appeal to the teacher; 2) Appeal to the Assistant Principal; 3) Appeal to the Principal; 4) Appeal to the

Superintendent, 5) Appeal to the Board of Education. (*Refer to Board Policy JGD for more information regarding Student Suspension and Expulsion.*)

VII. C. DISCIPLINARY ACTIONS

Students who become involved in areas of problem behavior will be subjected to certain disciplinary actions. **These disciplinary actions will be investigated by the administration and consequences will be determined by administration within the guidelines of the student handbook and board policy.**

INFORMAL TALK - A school official will talk with the student.

CONFERENCE - A formal conference is held between the student and one or more school officials.

PARENT INVOLVEMENT – A telephone call, personal contact, conference or letter notifies the legal guardian of a situation.

DETENTIONS - A building administrator or a teacher may require a student to serve a detention after school or before school. The student is informed of the detention and is given a minimum of 24 hours to arrange transportation. Principal assigned detentions are on Tuesdays and Thursdays beginning at **3:15**. Failure to attend detention will result in an In-School Suspension. Parents will be notified of the disciplinary action via the mail or telephone. **Detentions will take precedence over extra-curricular activities.**

DISCIPLINARY REASSIGNMENT - Reassignment of a misbehaving student to a separate supervised environment away from usual activities within the school may include a referral to counseling, a schedule change, and/or an optional work assignment around the school.

IN-SCHOOL-SUSPENSION – Assignment to the In-School Suspension room. The office will arrange for assignments and students must have books and materials with him/her, and report to the office by 8:10 a.m. Student must surrender all cell phones to the office prior to admittance to ISS. Phones will be returned at the end of the school day. ***A student assigned ISS can participate in practice or a concert (meeting a course requirement) on the same date, but not a contest.***

FRIDAY NIGHT SCHOOL – The student is assigned a Friday Night School on select Friday's from 3:20 – 6:20. The teacher on duty will supervise the students. Students assigned to Friday Night School cannot be on school property after 6:30 p.m. until the next day. ***Friday Night School makes a student ineligible on Friday night and on Saturday.***

OUT-OF-SCHOOL SUSPENSION - The student is excluded from school and related activities for a period of 1 – 10 school days. A referral for a suspension of up to 180 could be made to the superintendent. Parents will be notified of the action taken. Students who receive OSS cannot be on school property until the suspension is complete or otherwise notified by administration.

EXPULSION - The student is informed that he/she is immediately suspended from school and that a recommendation for expulsion will be made by the superintendent and the Board of Education. An expulsion includes the removal of a student from school, from school activities, and all related school functions. The student and his/her legal guardian will be notified of the pending expulsion and information about his/her rights under due process will be explained.

VII. D. PROBLEM AREAS AND DISCIPLINARY ACTIONS

(Infractions designated with ** indicate offenses listed in Board Policy JG-R)

****ARSON**

First Offense: 11-180 days OSS or expulsion; Subsequent Offense: Expulsion.

****ASSAULT**

- A. Attempting to cause injury to another person; intentionally placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.
- B. First Offense: 1-180 days OSS or expulsion,
- C. Subsequent Offense: 11-180 days OSS or expulsion.
- D. Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.
- E. First Offense: Expulsion, notification to law enforcement officials, and documentation in student's discipline record.

****AUTOMOBILE/VEHICLE MISUSE**

First Offense: Minimum - Informal Talk/warning; Maximum - OSS

Subsequent Offense: Minimum - Parent Involvement; Maximum – Expulsion

****BULLYING/CYBERBULLYING/HARRASSMENT (Also see Board policy JFCF)**

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

Definitions:

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

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

A person violates this policy by willfully committing an act of bullying, or by knowingly participating in, aiding, assisting or encouraging any act of bullying. Students who believe they are victims of bullying should immediately report the incident(s) to a teacher, coach, counselor or administrator. **Any acts of bullying should be reported immediately to school personnel.**

Consequences

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

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

****BUS MISCONDUCT** – (Also see Board policy JFCC) Any offense committed by a student on a district-owned or contracted bus 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.

CELLULAR/CAMERA PHONES, AND ELECTRONIC DEVICES

First Offense: Minimum: Confiscation of phone. Maximum: Confiscation of phone/Parent Involvement
Subsequent Offense: Minimum - Confiscation of phone/Parent Involvement and Friday Night School;
Maximum – OSS

CHEATING - Copying someone else's assignment, test, homework, with the intent of turning it in as your own. Using unauthorized resources to complete an assignment or while taking an assessment. To act in any way that is not fair or honest. (This includes supplying someone with your work to use as his or her own.) Plagiarism of any type will be considered cheating.

First Offense: **Alternate test or an alternate assignment.** Make-up during FNS. Office and Parents are notified. Notation goes in student's discipline record.

Second Offense: 3 days OSS and **alternate test or an alternate assignment.** Notation goes in student's permanent record.

Third Offense: **5 days OSS and alternate test or an alternate assignment.** Notation goes in student's permanent record.

Cheating offenses are cumulative, through the student's high school career.

DEFIANCE OF AUTHORITY/INSUBORDINATION

First Offense: Minimum - Conference/warning; Maximum - ISS, FNS, OSS

Subsequent Offense: Minimum - Detention, ISS, FNS, OSS; Maximum – Expulsion

****DISPARAGING OR DEMEANING LANGUAGE**

Verbal, written, pictorial or symbolic words or gestures meant to harass or injure another person.

First Offense: Principal/Student conference, ISS, FNS, OSS

Subsequent Offense: ISS, FNS, 1-180 OSS, or expulsion

****DISRESPECTFUL CONDUCT OR SPEECH** – Verbal, written or symbolic language or gesture directed at a staff member that is rude, vulgar, defiant, or considered inappropriate.

First Offense: Principal/Student conference, ISS, FNS, OSS.

Subsequent Offense: ISS, FNS, OSS, or expulsion

****DISRUPTIVE CONDUCT OR SPEECH** – Conduct (verbal or written) which substantially disrupts classroom work, school activities or school functions. This includes behavior(s) that incite or contribute to disrupting the educational process or creating an unsafe environment.

First Offense: Principal/Student conference, ISS, FNS, OSS.

Subsequent Offense: ISS, FNS, OSS, or expulsion

****DRUGS/ALCOHOL**

(See Board policy JFCH)

- A. Possession of or attendance under the influence of or soon after consuming any unauthorized prescription or OTC drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV, or V in section 202 of the Controlled Substances Act.

First Offense: OSS and possible notification to law enforcement officials

Subsequent Offense: Expulsion, notification to law enforcement officials

- B. Sale, purchase or distribution of any prescription or OTC drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs and/or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV, or V in section 202 of the Controlled Substances Act.

First Offense: OSS, expulsion, notification to law enforcement officials

- C. Aiding and abetting student drug testing could result in disciplinary consequences.

EXPLOSIVE DEVICES - The use or threat of use, possession or sale of explosive devices.

First Offense: Minimum - Parent involvement; Maximum - Expulsion

Subsequent Offense: Minimum – OSS; Maximum – Expulsion

****EXTORTION** - Threatening or intimidating any student for the purpose of obtaining money or anything of value.

First Offense: Principal/Student conference, ISS, FNS, OSS

Subsequent Offense: ISS, FNS, OSS, or Expulsion

****FALSE ALARMS** -

- A. Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening, disturbing or causing the evacuation or closure of school property.

First Offense: Principal/Student conference, ISS, FNS, OSS, or expulsion and immediate report to law enforcement.

Subsequent Offense: ISS, FNS, OSS, or expulsion and immediate report to law enforcement.

****FIGHTING** - Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

First Offense: Principal/Student conference, ISS, FNS, or OSS

Subsequent Offense: ISS, FNS, OSS, or expulsion

FORGERY OR LYING - Writing or giving false or misleading information to school officials.

First Offense: Minimum: Informal talk/warning; Maximum: ISS, FNS, OSS

Subsequent Offense: Minimum: Principal/Student conference; Maximum - ISS, FNS, OSS

GAMBLING - Participating in games of chance for the purpose of exchanging money.
First Offense: Minimum: Warning; Maximum: ISS, FNS, OSS
Subsequent Offense: ISS, FNS, OSS

LOCKS / LOCKERS – Students are required to have the lock assigned to him / her on the appropriate locker and locked at all times.
First Offense: Minimum: Informal talk/warning; Maximum: ISS, FNS, OSS
Subsequent Offense: Minimum: Principal/Student conference; Maximum - ISS, FNS, OSS

LOITERING ON SCHOOL PROPERTY
First Offense: Warning; Subsequent Offense: Detention, ISS, FNS

****PUBLIC DISPLAY OF AFFECTION** - Physical contact that is inappropriate for the school setting, including but not limited to kissing, groping, intimate hugging and excessive physical contact.
First Offense: Principal/Student conference, ISS, FNS, OSS
Subsequent Offense: Detention, ISS, FNS, OSS, or expulsion

****SEXUAL HARASSMENT**
(See Board Policy AC and regulation AC-R)
A. Use of verbal, written or symbolic language that is sexually harassing.
First Offense: Principal/Student conference, or ISS, OSS, expulsion
Subsequent Offense: ISS, FNS, OSS, expulsion,
B. Physical contact that is sexually harassing.
First Offense: ISS, FNS, OSS, or expulsion; Subsequent Offense: OSS, expulsion

TARDINESS - Arriving late to class or school.
Third Tardy: Letter
Fourth Tardy: 30-minute detention
Fifth Tardy: 1-hour detention
Sixth Tardy: FNS, ISS or OSS
Seventh Tardy and over: FNS, ISS, OSS, alternative discipline that may involve school/community service

TECHNOLOGY MISCONDUCT
(See Board policy EHB and regulation EHB-R)
A. Attempting, regardless of success, to gain unauthorized access to a technology system or information; to use district technology to connect to other systems in evasion of the physical limitations of the remote system; to copy district files without authorization; to interfere with the ability of others to utilize district technology; to secure a higher level of privilege without authorization; to introduce computer "viruses," "hacking" tools, or other disruptive/destructive programs onto or using district technology; or to evade or disable a filtering/blocking device.
First Offense: OSS, suspension or loss of user privileges, possible notification of law enforcement and documentation in student's discipline record.
Subsequent Offense: OSS, expulsion, suspension or loss of user privileges, possible notification of law enforcement and documentation in student's discipline record.
B. Violation other than those listed in "a." of Board policy EHB and regulation EHB-R, administrative procedures or netiquette rules governing student use of district technology.

First Offense: Conference, detention, ISS, FNS, OSS, suspension or loss of user privileges, possible notification of law enforcement
Subsequent offense: ISS, FNS, OSS, expulsion, suspension or loss of user privileges, possible notification of law enforcement

****THEFT** - Theft, attempted theft or knowing possession of stolen property. Theft of items valued at more than \$50 will be reported to law enforcement officials.

First Offense: ISS, FNS, OSS, possible notification to law enforcement
Subsequent Offense: OSS or expulsion, notification to law enforcement officials

****TOBACCO**

- A. Possession of any tobacco products, e-cigarettes vaps, or products imitating tobacco products, on school grounds, school transportation or at any school activity; day or night.
First Offense: ISS, confiscation of tobacco product and possible notification of law enforcement officials.
Subsequent Offense: ISS, FNS, OSS, confiscation of tobacco product, possible notification of law enforcement officials.
- B. Use of any tobacco products, or products imitating tobacco products, on school grounds, school transportation or at any school activity; day or night.
First Offense: ISS, FNS, OSS, confiscation of tobacco product, possible notification of law enforcement officials.
Subsequent Offense: ISS, FNS, OSS, confiscation of tobacco product, possible notification of law enforcement officials.

****TRUANCY** (See Board policy JEA)

First Offense: Principal/Student conference or 1-3 days ISS.
Subsequent Offense: ISS, FNS, OSS

THREAT - Statements or actions, which intimidate another person(s). ALL STATEMENTS, WHETHER SERIOUS OR IN FUN, WILL BE TAKEN LITERALLY.

First Offense: Minimum: Conference/warning; Maximum: ISS, FNS, OSS
Subsequent Offense: Minimum: ISS, FNS, OSS; Maximum – Expulsion

****VANDALISM** - Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or student.

First Offense: ISS, FNS, OSS, or expulsion, possible notification to law enforcement officials
Subsequent Offense: OSS or expulsion, notification to law enforcement officials

VERBAL ABUSE TO STAFF OF A THREATENING NATURE -

First Offense: OSS and possible referral to the Superintendent of Schools for long suspension.
Subsequent Offense: 11-180 days of OSS, expulsion.

****WEAPONS** – (see Board Policy JFCJ)

- A. Possession or use of any instrument or device, (includes all knives with a blade length of under 4 inches), other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or 571.010, RSMo, which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.

First Offense: ISS, FNS, OSS, or expulsion, possible notification to law enforcement
Subsequent Offense: OSS or expulsion, possible notification to law enforcement

B. Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo. Or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g) (2). (This includes knives with blades over 4 inches long.)

First Offense: One calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent, notification to law enforcement officials

In all instances the disciplinary consequence above is in line with current school policy. All disciplinary infractions may not be listed specifically, but they will generally fall into one or more of the covered categories.

VII. E. SEARCHES BY SCHOOL PERSONNEL - (See Board Policy JFG)

- Students or student property may be searched based on reasonable suspicion of a violation of district rules, policy or state law.
- 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 the school authority has reasonable suspicion to believe that illegal, unauthorized or contraband items are contained inside.
- Law enforcement officials shall be contacted if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods or evidence of a crime beneath his or her clothing and the student refuses to surrender such articles. Law enforcement officials may be contacted in any case involving a violation of law when a student refuses to allow a search, or where the search cannot be conducted. Parents may also be contacted.

VII F. STUDENT ALCOHOL/DRUG ABUSE – (See Board Policy JFCH)

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

VII. G. STUDENT DRUG TESTING—(See Board Policy JFCI)

(Grades 7-12)

Background and Purpose

Drug abuse is a serious problem. Schools, including Holden R-III School District, are not immune. Even students involved in extracurricular activities are increasingly using alcohol and are experimenting with “street drugs” such as marijuana and cocaine.

The administration of Holden R-III School District has noted and documented both formally and informally, an increase in the use of drugs by students, including those students participating in extracurricular activities, as well as those who park on school property.

The educational program and drug-testing program described in this policy is part of an overall physical conditioning program at Holden R-III School District. The goal is not to levy discipline, but rather to aid in the discovery and prevention of possible drug-related problems. The key component of this program is opening the lines of communication between students and parents about the serious matter of drug usage and abuse.

A student using drugs is a danger to him or herself as well as other students. All students in the Holden

R-III School District who choose to participate in extracurricular activities and those who choose to park on school property are entitled to do so in a drug-free environment.

As a condition of participating in extracurricular activities and as a condition of receiving a parking pass to park on school property, middle and high school students and their parents must consent to at least one mandatory drug test at some point throughout the school year, as well as, random drug testing of the students as further defined in this policy.

This program does not affect other policies and practices of the Holden R-III School District in dealing with drugs or alcohol use or possession where reasonable suspicion is obtained by means other than the mandatory test and random sampling discussed in this policy.

All students who will participate in extracurricular activities and/or park on school property during the school year and who complete and return the consent forms within the deadlines set by the superintendent or designee will be included in the testing pool and may be selected for testing as soon as the student is officially enrolled in the drug testing program, even if the extracurricular activity and/or parking privileges have not yet begun. In addition, all students involved in extracurricular activities will be tested at least once during the school year.

If a student is 18 years of age and living with their parent/guardian, they still must have both student and parent/guardian signature. If the student is 18 years of age and has established a residence on his or her own, the student's signature is all that is required.

Definitions

Extracurricular Activities – Means any school sponsored extracurricular activity and/or a performance in which a student represents the district, in the opinion of the district's administration. Extracurricular activities that will be tested are all Missouri State High School Activities Association (MSHSAA) regulated activities and events such as athletics, band, choir, cheerleading, academic competition, Art Club, FFA, Future Business Leaders of America (FBLA), Family Career Community Leaders of America (FCCLA), Forensics, Drama, Science Olympiad, Math Relays, and Color Guard. This list is subject to change on a yearly basis. The list of extracurricular activities to be tested will be published at the yearly drug testing program informational session before school starts. When an activity or performance is part of a course offered by the school, such as band, choir or forensics, the student's grade or enrollment in the course will not be conditioned upon consenting to drug testing. However, the student will be given an alternative assignment in lieu of the activity or performance if the student and his/her parents do not consent to drug testing. The students that are enrolled in these courses will be notified at the beginning of each semester, if possible, which activities or performances they will be precluded from participating in and the alternative assignment.

Performances – means the scheduled games, matches, contests, or performances (including District, Sectional and State contests) for the activities listed above.

Consent Form – means the Parent/Guardian Drug Testing Consent Form which is adopted by the district's administration.

Parking on School Property – means any student who parks on school property during the school day. The car(s) that the student regularly parks must be registered with the high school office. The student is required to park in the designated student area on school property.

SAMSHA – Substance Abuse Mental Safety Health Administration

Procedures and Guidelines

Each school year, prior to a student's participation in a specified activity, each participating student and a parent/guardian will be invited to attend a drug awareness session. At the session, each student and parent/guardian shall receive information about the problems of drug use and receive a copy of the Holden R-III School District drug testing policy and its procedures. During each session, students and parent(s)/guardian(s) will have the opportunity to ask questions they have regarding the program. Students and parent(s)/guardian(s) need to complete a consent form at the time designated by the superintendent even if they are not sure the student will participate in an extracurricular activity or request a parking pass that school year. If a student is new to the district, they have one week from their date of enrollment to complete a consent form.

At the conclusion of the session, the student shall take home the drug testing policy and have the consent form signed by both the student and a parent/guardian. This policy and consent form contains the procedures for mandatory and random drug testing. It provides that the student and the parent/guardian must sign the consent form to be eligible to participate in extracurricular activities at Holden High School and Holden Middle School. Students and parents/guardians must also sign the consent form to be eligible to park on school property. If a student is 18 years of age and living with their parent/guardian, they still must have both student and parent/guardian signature. If the student is 18 years of age and has established a residence on their own, the student's signature is all that is required.

Each student that has signed a consent form will be assigned to the random pool, as well as, one mandatory test for the duration of their participation in the drug-testing program. This consent form must be turned in prior to the deadline set for the school year or the student will not be eligible to participate in extra curricular activities or park on school property for the entire school year. For random drug testing, each student will be assigned a number that will be maintained in the activity director's office. This number will be the student's identification number for testing and will not change. Only the activity director and district staff designated by the superintendent to assist the activity director in administering the drug testing program will have access to student numbers. High school and middle school students will be selected. Such random drug testing may occur at any time during the school day. The drug-testing company will randomly select numbers and the activity director will match the selected numbers to the master list of participants. Participants will be called for testing in the order listed until all have been identified as available for testing. Testing will occur during the school year only and regardless if that student's activity is in season or not or if their club is meeting or not.

Students who wish to drop out of the drug pool must have their parent/guardian come to the school and meet with the activity director. The student and parent/guardian must sign a release form stating that they no longer wish to participate in the drug testing pool. If the student is 18 years of age and living on his or her own, he or she still need to come in and meet with the activities director to drop out of the testing pool. Once a student enters the pool, he or she must remain in the pool for the remainder of that school year to be eligible to participate in extracurricular activities or park on school property for that school year.

Parent - Requested Participation

Parents of students who wish for their student to participate in the drug-testing program may voluntarily enroll the student in the district's program even if the student is not involved in extra curricular activities and does not park on school property. The student will be placed in the drug pool and noted as a voluntary participant. If selected and the test is positive, the parent will be notified of the positive test, but

the student will not be penalized through this policy or the student discipline policy of the Holden R-III School District.

Privacy and Confidentiality

The testing method to be administered will be urinalysis or saliva test. Appropriate steps will be taken to respect the privacy of students while, at the same time, preventing falsification of testing. Upon receiving a notice from the administration that the student has been selected for a random drug test, the student will go to an assigned area and wait until their turn to be tested. A representative of the Holden R-III school administration or school nurse will be present during the testing procedure.

Prior to being called by the test administrator (from the pre-established drug testing company) the student will be given an identification number by a school official. When called by the test administrator (employee from drug testing company), the student will proceed to the testing site. The student will present the identification number to the test administrator, who will record that number on the tests recording form.

For the urinalysis test, the test administrator will then ask the student to remove hats and outer garments (if any) and place the contents of their pockets on the testing table. The student will be allowed to return any non-containers to their person. The student will then be asked to select a collection cup and instructed to open the cup and dump the contents on the table.

The test administrator will accompany the student to the restroom, where the student will be instructed to place the collection cup on a ledge or counter and then wash their hands. The test administrator will have placed blue dye into the toilet in the restroom and have taped off all but one sink, prior to the student testing or as the student is washing. When the student finishes drying their hands, the test administrator will instruct the student to step into a pre-selected stall and void into the collection cup. The student will also be asked not to flush any toilet or use any faucet. The test administrator will then step out of the restroom, or behind the restroom outer wall, until the student completes the void and comes out of the stall, and places the collection cup on a pre-arranged flat surface. When the test administrator re-enters the restroom, he or she will take the collection cup and determine if there is a sufficient of specimen to test, that the specimen has an appropriate temperature, and that there is no foreign color or odor to the specimen. If any of the above take place, the test administrator will reject the specimen and collect a second specimen.

If the specimen is acceptable for testing, the student will be asked to again wash their hands and then stand by the entrance of the restroom (keeping the specimen in their sight). The test administrator will then open a screening test device and place it in the specimen. When the test administrator completes the screening process, the student will be permitted to leave the test area, unless the initial screen indicates the presence of a drug included on the schools testing agenda. If the screening test indicates a positive screen, the verification process will be implemented.

If a student is unable to produce a urine sample, the student will undergo a time limit of three hours in order to produce a sample. At that time if the student is still unable to produce a sample, the student must make an appointment with a doctor to see if a medical reason exists to explain the inability to produce a sample.

For the saliva test, the test will be administered by the test administrator. The test administrator will swab the student's cheek using a saliva testing kit. When the test administrator completes the screening process, the student will be permitted to leave the test area, unless the initial screen indicates the

presence of a drug included on the school's testing agenda. If the screening test indicates a positive screen, the verification process will be implemented.

The test results will remain confidential and will only be released to the student, his or her parent(s)/guardian(s) and approved school officials. Regardless of a positive test or not, parent(s)/guardian(s) will be notified through a letter that their child was tested that school day. In addition, the test results will not be used for student discipline and will not become part of the student's permanent record/transcript or communicated to any other party. All files regarding the participants in the program, as well as test results shall be kept strictly confidential and will be kept separate from the mandatory school files required for each student. If the student tests positive, the results will only be used to determine eligibility for participation in extracurricular activities as defined in this policy and for eligibility for a student parking pass. The results will not be used to suspend or expel a student from school, will not be included in the student's disciplinary record and will not be communicated to any other party unless the district is subpoenaed.

Verification of Sample

Verification of sample will vary with drug testing company that is hired to do random testing with school district.

Disclosure of Other Medications

Upon confirmation by a SAMSHA-certified (Substance Abuse Mental Safety Health Administration) laboratory of a positive specimen, the parents/guardians of the student will be asked to bring any prescription medications the student is currently taking to a meeting with the designated school official. The official will then verify with either the school nurse or the test administrator (or the administrators company representative) as to the validity of the medication producing the positive result. If the medication produces a legitimate medical reason for the presence of the drug, the results will be deemed as negative. If there is not a legitimate or acceptable medical explanation, the positive result will remain. Proof of medication can be given through the presentation of a prescription bottle or through doctor verification.

Consequences

Refusal

A student who has initially consented to be tested may refuse to be tested, but if he or she chooses to do so, he or she will immediately be suspended from participating in extracurricular activities and/or the privilege of parking on school property for 365 calendar days.

Extracurricular

Consequences for a positive drug test(s) shall be suspension from participation in all extracurricular activities for a period specified by JFCI-AP1. During the period of suspension described in JFCI-AP1, the suspended student may attend practice sessions, continue to attend team functions and sit with fellow participants during the activities, but may not participate.

Parking on School Property

Consequences for a positive drug test shall result in a suspension from parking on school property for a period of 30 calendar days from when the test results are determined by the test administrator.

Consequences for a second positive drug test shall result in a suspension from parking on school property for a period of 180 calendar days from when the test results are determined by the test administrator.

Consequences for a third positive drug test shall result in a suspension from parking on school property for a period of 365 calendar days from when the test results are determined by the test administrator.

In order for the student to be reinstated to park on school property, the student must have completed the required suspension and the student must take and pass another drug test that will be at the expense of the student and parent/guardian. This test must show negative for drugs in the system.

After a student tests positive for illegal substances, he or she will be subject to non-random testing at the request of the administration for the remainder of the student's participation in parking on school property for the current school year.

Drug Counseling and Assistance

Upon request, the district's counselors will provide information on treatment programs and other resources available in the community.

Drugs That the Holden R-III School Will Be Testing For

Marijuana (THC), cocaine, amphetamines, (meth), and opiates will compose the test. An expanded opiate test may also be given to pick up hydrocodone, hydromorphone, oxycodone and a few other synthetic opiates. Alcohol can be tested on a reasonable suspicion basis. The school district will pay for all random drug screenings.

VII. H. NONDISCRIMINATION- (See Board Policy AC and AC-R)

As a political subdivision, employer, recipient of federal funds and educational institution, the Board of Education is prohibited from, and hereby declares a policy against, engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, religion, sex, national origin, ancestry, disability, age or use of leave protected by the Family and Medical Leave Act, in its programs, activities and with regard to employment. The Board is an equal opportunity employer. Marital, maternal or paternal status shall not affect the rights and privileges of district student to receive an education. Those students are eligible to participate in all activities and receive all honors the same as any other students enrolled in the school district.

The Holden R-III School District does not discriminate on the basis of race, color, national origin, sex, disability, genetics or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Deenia Hocker, Special Education Director, 1903 S. Market, Holden, MO 64040, 816-732-6071 or dhocker@holdenschools.org.

VIII. PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION. (Board Policy AC)

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

The Board also prohibits:

1. Retaliatory actions including, but not limited to, acts of intimidation, threats, coercion or discrimination against those who:
 - a) Make complaints of prohibited discrimination or harassment.
 - b) Report prohibited discrimination or harassment.
 - c) Participate in an investigation, formal proceeding or informal resolution, whether conducted internally or outside the district, concerning prohibited discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing discrimination, harassment or retaliatory actions.
3. Discrimination, harassment or retaliation against any person because of such person's association with a person protected from discrimination or harassment in accordance with this policy.
4. All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute discrimination, harassment or retaliation in accordance with this policy. If a student alleges sexual misconduct on the part of any district employee to any person employed by the district, that person will immediately report the allegation to the Children's Division (CD) of the Department of Social Services in accordance with state law. In accordance with this policy and as allowed by law, the district will investigate and address discrimination, harassment and retaliation that negatively impact the school environment, including instances that occur off district property or are unrelated to the district's activities.

Additional Prohibited Behavior

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

Boy Scouts of America Equal Access Act

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

School Nutrition Programs

No person shall, on the basis of race, color, national origin, sex, age or disability, be excluded from

participation in, be denied benefits of, or otherwise be subject to discrimination under a school nutrition program for which the district receives federal financial assistance from the U.S. Department of Agriculture (USDA) Food and Nutrition Service. School nutrition programs include the National School Lunch Program, the Special Milk Program, the School Breakfast Program and the Summer Food Service Program.

Interim Measures

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

Consequences and Remedies

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

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

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

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

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

Definitions

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

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

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

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

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

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

Behaviors that could constitute sexual harassment include, but are not limited to:

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

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

Compliance Officer

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

Deenia Hocker
Special Education Director
1903 S. MARKET
Holden, MO 64040-1605
Phone: 816-732-6071
E-mail: dhocker@holdenschools.org

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

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

The compliance officer or acting compliance officer will:

- a. Coordinate district compliance with this policy and the law.
- b. Receive all grievances regarding discrimination, harassment and retaliation in the Holden R-III School District.
- c. Serve as the district's designated Title IX, Section 504 and Americans with Disabilities Act (ADA) coordinator, as well as the contact person for compliance with other discrimination laws.
- d. Investigate or assign persons to investigate grievances; monitor the status of grievances to ensure that additional discrimination, harassment and retaliation do not occur; and recommend consequences.
- e. Review all evidence brought in disciplinary matters to determine whether additional remedies are available, such as separating students in the school environment.
- f. Determine whether district employees with knowledge of discrimination, harassment or retaliation failed to carry out their reporting duties and recommend disciplinary action, if necessary.
- g. Communicate regularly with the district's law enforcement unit to determine whether any reported crimes constitute potential discrimination, harassment or retaliation.
- h. Oversee discrimination, harassment or retaliation grievances, including identifying and addressing any patterns or systemic problems and reporting such problems and patterns to the superintendent or the Board.

- i. Seek legal advice when necessary to enforce this policy.
- j. Report to the superintendent and the Board aggregate information regarding the number and frequency of grievances and compliance with this policy.
- k. Make recommendations regarding changing this policy or the implementation of this policy.
- l. Coordinate and institute training programs for district staff and supervisors as necessary to meet the goals of this policy, including instruction in recognizing behavior that constitutes discrimination, harassment and retaliation.
- m. Periodically review student discipline records to determine whether disciplinary consequences are applied uniformly.
- n. Perform other duties as assigned by the superintendent.

Public Notice

The superintendent or designee will continuously publicize the district's policy prohibiting discrimination, harassment and retaliation and disseminate information on how to report discrimination, harassment and retaliation. Notification of the district's policy will be posted in a public area of each building used for instruction or employment or open to the public. Information will also be distributed annually to employees, parents/guardians and students as well as to newly enrolled students and newly hired employees. District bulletins, catalogs, application forms, recruitment material and the district's website will include a statement that the Holden R-III School District does not discriminate in its programs, services, activities, facilities or with regard to employment. The district will provide information in alternative formats when necessary to accommodate persons with disabilities.

Reporting

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

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

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

Student-on-Student Harassment

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

Investigation

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

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

Grievance Process Overview

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

compliance officer, will implement interim measures as described in this policy if necessary to prevent further potential discrimination, harassment or retaliation during the pending investigation.

Grievance Process

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

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

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

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

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

3. *Level III* – Within five working days after receiving the Level II decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the superintendent's decision to the Board by notifying the Board secretary in writing. The person filing the grievance and the alleged perpetrator will be allowed to address the Board, and the Board may call for the presence of such other persons deemed necessary. The Board will issue a decision within 30 working days for implementation by the administration. The Board

secretary will give the compliance officer or acting compliance officer a copy of the appeal and decision. The person who filed the grievance, the victim if someone other than the victim filed the grievance, and the alleged perpetrator will be notified in writing, within five working days of the Board's decision, in accordance with law and district policy, regarding whether the Board determined that district policy was violated. The decision of the Board is final.

Confidentiality and Records

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

Training

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

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