

Holden Elementary

*Growing Leaders and Learners
Inspiring Greatness*

Vision

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

Welcome

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

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

Schedule

- 7:45- Students may enter the building.
- 7:45- Breakfast is served.
- 8:10- Official start time. Students admitted after this time are tardy.
- 3:25- Students are released to load busses.
- 3:30- Students are released for parent pick up.

Our Holden Elementary School Family

Title	Name
Superintendent	Mike Hough
District Accountant	Ann Miller
District Secretary	Patty Raker
Communications Coordinator	Lisa Baker
Activities Director	Joseph Parkhurst
Elementary Principal	Sarah Burks
Asst. Principal	Angela Grammer
Secretary	Tracy Shumate
Secretary	Kristen Treece
Registered Nurse	Carrie Gilcrest
Resource Officer	Officer Tom Wehr
Counselor / 504 Coordinator	Susan Andree
Counselor	Brittany Morgan
T.A.R.G.E.T	Robyn Sisk
Day Plus Director	Missi Hunter
District Technology Coach	Dorell Murray
District Cashier	Sandra Abel
Eagles Nest Preschool Teacher	Cyndi Campbell
Eagle Nest Preschool Assistant Teacher	Licia Hogan
Process Coordinator	Deenia Hocker
Special Education (Early Childhood)	Tracy Taylor
Special Education	Vicky Birkle
Special Education	Emily Ringen
Special Education	Niki Wooster

Special Education Paraprofessional	Beverly Kane
Special Education Paraprofessional	Emily Lay
Special Education Paraprofessional	Kristi Miller
Speech Implementer	Mitti Manor
Librarian	Melody Hoffman
Library Clerk / Technology	Connie Lloyd
Art	Sarah Carey
Music	Lindsey Farrar
P.E.	Dale Wescott
Title Teacher	Trina Davidson
Title Teacher	Jamie Martin
Title Teacher	Megan Ringen
Title Assistant Teacher	Dee Quinn
Title Assistant Teacher	Ginger Smith
Kindergarten Teacher	Paige Farmer
Kindergarten Teacher	Shelli Tilden
Kindergarten Teacher	Kristi Glover
Kindergarten Teacher	Brenda Madsen
First Grade Teacher	Kaylee Funnell
First Grade Teacher	Erica Gass
First Grade Teacher	Kaila Walter
First Grade Teacher	Gylin Huffman
Second Grade Teacher	Tami Thieman
Second Grade Teacher	Kristi Gudde
Second Grade Teacher	Ruth Brockhaus
Second Grade Teacher	Stephanie Atkinson
Third Grade Teacher	Vickie Elkins
Third Grade Teacher	Cindy Gassen
Third Grade Teacher	Laura Herman

Third Grade Teacher	Samantha Sodano
Fourth Grade Teacher	Robin Eissler
Fourth Grade Teacher	Anita Callender
Fourth Grade Teacher	Chris Herzog
Fifth Grade Teacher	Carrie Christy
Fifth Grade Teacher	Shawna Thompson
Fifth Grade Teacher	Kathy Kilgore
Fifth Grade Teacher	Eric Stout

Attendance

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

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

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

Education Court School Procedure

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

Arrival and Dismissal

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

If you are going to pick up your child at the end of the day, please send a note to school and be sure the child knows the plan. At 3:30pm each day the north entrance doors will be unlocked and parents who are picking up their children will enter those doors. Students will be released from their teachers in the K-2 cafeteria. Don't forget your ID! If the teacher does not recognize you he or she will ask to see your ID. Students will not be released until we can safely identify the parent or pickup designee.

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

Early Dismissal

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

Directory Information / Board Policy JO

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

In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain extensive and sometimes personal information about students and families. These records must be kept confidential in accordance with law, but must also be readily available to district personnel who need the records to effectively serve district students.

The superintendent or designee will provide for the proper administration of student records in accordance with law, will develop appropriate procedures for maintaining student records and will standardize procedures for the collection and transmittal of necessary information about individual students throughout the district. The superintendent and building principals will develop a student records system that includes protocols for releasing student education records. Principals are responsible for maintaining and protecting the student education records in each school. The superintendent or designee will make arrangements so that all district employees are trained annually on the confidentiality of student education records, as applicable for each employee classification.

Definitions

Eligible Student – A student or former student who has reached age 18 or is attending a postsecondary school.

Parent – A biological or adoptive parent of a student, a guardian of a student, or an individual acting as a parent or guardian in the absence of the student's parent or guardian.

Student – Any person who attends or has attended a school in the school district and for whom the district maintains education records.

Health Information

Student health information is a type of student record that is particularly sensitive and protected by numerous state and federal laws. Student health information shall be protected from unauthorized, illegal or inappropriate disclosure by adherence to the principles of confidentiality and privacy. The information shall be protected regardless of

whether the information is received orally, in writing or electronically and regardless of the type of record or method of storage.

Parent and Eligible Student Access

All parents may inspect and review their student's education records, seek amendments, consent to disclosures and file complaints regarding the records as allowed by law. These rights transfer from the parent to the student once the student becomes an eligible student; however, under the Missouri Sunshine Law, parents maintain some rights to inspect student records even after a student turns 18. The district will extend the same access to records to either parent, regardless of divorce, custody or visitation rights, unless the district is provided with evidence that the parent's rights to inspect records have been legally modified.

If a parent or eligible student believes an education record related to the student contains information that is inaccurate, misleading or in violation of the student's privacy, the parent or eligible student may use the appeals procedures created by the superintendent or designee to request that the district amend the record.

The district will annually notify parents and eligible students of their rights in accordance with law.

Directory Information

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.

Law Enforcement Access

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

If the district reports a crime committed by a student with a disability as defined in the Individuals with Disabilities Education Act (IDEA), the district will transmit copies of the special education and disciplinary records to the authorities to whom the district reported the crime as allowed by law.

Law enforcement officials also have access to directory information and may obtain access to student education records in emergency situations as allowed by law. Otherwise, law enforcement officials must obtain a subpoena or consent from the parent or eligible student before a student's education records will be disclosed.

Children's Division Access

The district may disclose education records to representatives of the CD when reporting child abuse and neglect in accordance with law. Once the CD obtains custody of a student, CD representatives may also have access to education records in accordance with law. CD representatives may also have access to directory information and may obtain access to student education records in emergency situations, as allowed by law.

Military and Higher Education Access

The district will disclose the names, addresses and telephone numbers of secondary school students to military recruiters or institutions of higher education as required by law unless the parent or student notifies the district in writing not to disclose the information to those entities.

Day Plus

We are pleased to offer a fee based before and after school program for our students. This program is available each day school is in session, snow days and teacher inservice days. The program offers care from 6:00am to the start of the school day and from 3:25pm until 6:00pm. You may obtain enrollment forms and information concerning fees through the elementary office.

School Events and Field Trips

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

Transportation Notes

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

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

Bus Conduct

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

Items Brought to School

Only normal school supplies should be brought to school, unless you receive communication from your child's teacher concerning a special activity. Unless permitted by a school official, toys, make-up, radios, all types of trading cards etc. should not be brought to school. Such items will be confiscated and may be picked up by parents from office. The school is not responsible for lost or stolen items.

School Property

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

Technology/Electronic Devices/Cell Phones

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

Recess

All students will attend recess unless we receive a note from a doctor requesting otherwise. Recesses are 15-30 minutes long. Please send students with appropriate clothing for the weather. Teachers may choose to keep students in from recess to complete work or for behavior reasons when appropriate.

Grading

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

Promotion and Retention

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

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

Students will be promoted:

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

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

Dress Standard

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

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

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

Lunch and Breakfast

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

One carton of milk is served with each meal purchased at school. Additional milk is \$.40 per carton. Students who do not drink milk may bring their own drink, or water will be provided. Upper elementary students may be able to purchase extra food when available. If you do not wish for your child to eat breakfast, lunch, or purchase extras please inform your child and send a lunch from home with them.

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

Parents are always welcome to eat lunch with their children. You will need to get a visitor's badge in the main office and wait for your child's class to arrive at the cafeteria. Parents wishing to purchase a school lunch may pay the school secretary at the time of the arrival.

Class Treats

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

Title Services

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

Guidance and Counseling

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

Behavior Management System

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

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

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

Buddy Room: A buddy room is simply a classroom other than the student’s regular room. It is intended to provide a safe place for a student where their inappropriate behavior can stop and the student can begin “taking responsibility” for the behavior while continuing their academic course work. A “Think Sheet” will be completed at this time.

Processing: A way for a student and teacher to sit down and discuss the problem that took place and develop alternative methods of handling problem situations. Processing is done after the student takes responsibility for the behavior and

before the student can re-enter the classroom or return to their regular seat. If a student has not processed within two (2) days, they will be “shut down” in a buddy room until processing can occur.

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

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

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

Discipline Referrals to the Office

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

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

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

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

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

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

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

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

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

Due Process: All students are entitled to due process. This means that action may not be taken against a student until everyone involved has presented the facts, and a judgment has been made. A student who wishes to exercise their right of appeal must follow the chain of command as follows:

- 1) Appeal to the teacher
- 2) Appeal to the assistant principal
- 3) Appeal to the principal
- 4) Appeal to the superintendent
- 5) Appeal to the Board of Education

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

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

Safe Schools Act: As required by the Safe Schools Act effective on August 28, 1996, schools are required to report first, second and some third degree assaults to local law enforcement officials.

Custodial/Non-Custodial Parents Board Policy KDA

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

Visitation Schedules

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

Health Services

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

Medication

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

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

Self Administered Medication

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

Head Lice

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

Homework

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

Volunteers

Volunteers at the elementary school help students and teachers in many ways. They are a valuable part of our school team. If you would like to volunteer to help please call the elementary office or your child's teachers. To avoid distractions to our learning environment no additional children or preschool age children will be permitted to accompany parents when volunteering. Screened volunteers must have a criminal background check. A screened volunteer is someone who might be left alone with a student. If you wish to be a screened volunteer you must fill out the criminal background check and turn it in the elementary office. Volunteers wishing to chaperone field trips must be screened.

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 MacBook Airs 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 3-11. MacBook Airs will be assigned to students in grade 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 or MacBook Air 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 or MacBook Air when at home.
- Set expectations of how and when the Chromebook or MacBook Air will be used at home.
- Engage students in conversations about how they are using their Chromebook or MacBook Air.
- 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. In order to minimize the possible financial impact from accidental loss or damage to the device, students and/or families are encouraged to participate in the district’s self-insurance plan. Should students and /or families elect not to participate in the district’s self-insurance plan, they will be responsible for all repairs and/ or replacement costs for their district-issued device.

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 or MacBook Air 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 – MacBook

\$40*

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 MacBook Air damage waiver fee for F/R is \$35 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 – MacBook Airls Deductible Schedule - Chromebooks

Claim #1 - \$35	Claim #1 - \$25
Claim #2 - \$50	Claim #2 - \$25
Claim #3 - \$75	Claim #3 - \$50
*Stolen Claim - \$150	*Stolen Claim - \$75
Lost - \$1,000	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

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 Airls.

Disciplinary Procedures

Students and parents ought be aware that school-issued Chromebooks and MacBook Airs 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 or MacBook Air charged and ready to use each class every day.
- During class, students must use Chromebook or MacBook Air 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 or MacBook Air to be open or closed during class.
- Students must only use the Chromebook or MacBook Air 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 or MacBook Air (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 or MacBook Air 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 or MacBook Air.
- Shut down your computer if you do not plan on using it for more than a day.

- Leave your Chromebook or MacBook Air 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 or MacBook Air 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 or MacBook Air 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 or MacBook Air 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 or MacBook Air.
- There is no expectation of privacy while using a Chromebook, MacBook Air, networks, or technology. The Chromebook and MacBook Air is the property of the Holden R-III School District, and the Holden R-III School District may search the Chromebook or MacBook Air at any time. The District's Acceptable Usage Policy defines appropriate use of district technology, including the Chromebooks and MacBook Airs, 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 or MacBook Air

- Students are allowed to download school-related apps.
- Students must never intentionally damage the Chromebook or MacBook Air 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 or MacBook Air.
- Students are prohibited from allowing other individuals to use the Chromebook, MacBook Air, 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 or MacBook Air.
- Unattended and unlocked equipment, if stolen - including at school - will be the student's responsibility.
- If on an athletic team, never leave the Chromebook or MacBook Air 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 or MacBook Air Problems

- Restart your Chromebook or MacBook Air.
- If restarting the computer does not fix the problem, students should take the Chromebook or MacBook Air 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.

Asbestos Notification

Due to Federal laws, Holden R-III contracted with Mead Environmental Services, Inc. of Overland Park Kansas to perform an asbestos assessment at the various district buildings. Some areas of asbestos have been identified but have been diagnosed as non friable for the most part and are not presently considered as a hazard to the buildings occupants. However, the law mandates that such materials but be removed or maintained so that no future hazard exists. The school district has opted to manage the majority of asbestos containing materials in the schools for at least the next two years and have taken positive measure to insure its present sound condition.

All those interested in the specific procedures, location and nature of the asbestos containing materials are invited to view the management plan and inspection report prepared by Mead Environmental Services Inc. Those documents are located at each building and Superintendent's office.

Board Policy AC

The Holden R-III School District does not discriminate on the basic of race, color, national origin, sex, disability, genetics or age in its programs and activities and provides equal accesses to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Donna L. Fizer, Assistant Superintendent 1612 S. Main, Holden, Missouri 64040, 816-732-5568.

General Rule

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

The Board also prohibits:

1. Retaliatory actions including, but not limited to, acts of intimidation, threats, coercion or discrimination against those who:
 - a) Make complaints of prohibited discrimination or harassment.
 - b) Report prohibited discrimination or harassment.
 - c) Participate in an investigation, formal proceeding or informal resolution, whether conducted internally or outside the district, concerning prohibited discrimination or harassment.

2. Aiding, abetting, inciting, compelling or coercing discrimination, harassment or retaliatory actions.
3. Discrimination, harassment or retaliation against any person because of such person's association with a person protected from discrimination or harassment in accordance with this policy.

All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute discrimination, harassment or retaliation in accordance with this policy. If a student alleges sexual misconduct on the part of any district employee to any person employed by the district, that person will immediately report the allegation to the Children's Division (CD) of the Department of Social Services in accordance with state law. In accordance with this policy and as allowed by law, the district will investigate and address discrimination, harassment and retaliation that negatively impact the school environment, including instances that occur off district property or are unrelated to the district's activities.

Additional Prohibited Behavior

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

Boy Scouts of America Equal Access Act

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

School Nutrition Programs

No person shall, 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 contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.
6. Comments about an individual's body, sexual activity or sexual attractiveness.
7. Physical sexual acts of aggression, assault or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking) against a person's will or when a person is not capable of giving consent due to the person's age, intellectual disability or use of drugs or alcohol.
8. Gender-based harassment and acts of verbal, nonverbal, written, graphic or physical conduct based on sex or sex stereotyping, but not involving conduct of a sexual nature.

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

Compliance Officer

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

Assistant Superintendent
1612 S. Main
Holden, MO 64040-1605

Phone: 816-732-5568; Fax: 816-732-4336

E-mail: dfizer@holden.k12.mo.us

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

Superintendent

1612 S. Main

Holden, MO 64040-1605

Phone: 816-732-5568

Fax: 816-732-4336

The compliance officer or acting compliance officer will:

1. Coordinate district compliance with this policy and the law.
2. Receive all grievances regarding discrimination, harassment and retaliation in the Holden R-III School District.
3. Serve as the district's designated Title IX, Section 504 and Americans with Disabilities Act (ADA) coordinator, as well as the contact person for compliance with other discrimination laws.
4. Investigate or assign persons to investigate grievances; monitor the status of grievances to ensure that additional discrimination, harassment and retaliation do not occur; and recommend consequences.
5. Review all evidence brought in disciplinary matters to determine whether additional remedies are available, such as separating students in the school environment.
6. Determine whether district employees with knowledge of discrimination, harassment or retaliation failed to carry out their reporting duties and recommend disciplinary action, if necessary.
7. Communicate regularly with the district's law enforcement unit to determine whether any reported crimes constitute potential discrimination, harassment or retaliation.
8. Oversee discrimination, harassment or retaliation grievances, including identifying and addressing any patterns or systemic problems and reporting such problems and patterns to the superintendent or the Board.
9. Seek legal advice when necessary to enforce this policy.
10. Report to the superintendent and the Board aggregate information regarding the number and frequency of grievances and compliance with this policy.

11. Make recommendations regarding changing this policy or the implementation of this policy.
12. Coordinate and institute training programs for district staff and supervisors as necessary to meet the goals of this policy, including instruction in recognizing behavior that constitutes discrimination, harassment and retaliation.
13. Periodically review student discipline records to determine whether disciplinary consequences are applied uniformly.
14. Perform other duties as assigned by the superintendent.

Public Notice

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

Reporting

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

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

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

Student-on-Student Harassment

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

Investigation

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

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

Grievance Process Overview

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

5. The district will only share information regarding an individually identifiable student or employee with the person filing the grievance or other persons if allowed by law and in accordance with Board policy.

6. Upon receiving a grievance, district administrators or supervisors, after consultation with the compliance officer, will implement interim measures as described in this policy if necessary to prevent further potential discrimination, harassment or retaliation during the pending investigation.

Grievance Process

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

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

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

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

Within ten working days, the superintendent will complete a written decision on the appeal, stating whether a violation of this policy is found and, if so, stating what corrective actions will be implemented. If someone other than the superintendent conducts the appeal, the superintendent will review and sign the report before it is given

to the person appealing. A copy of the appeal and decision will be given to the compliance officer or acting compliance officer. The person who initially filed the grievance, the victim if someone other than the victim filed the grievance, and any alleged perpetrator will be notified in writing, within five working days of the superintendent's decision, regarding whether the superintendent or designee determined that district policy was violated.

3. Level III – Within five working days after receiving the Level II decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the superintendent's decision to the Board by notifying the Board secretary in writing. The person filing the grievance and the alleged perpetrator will be allowed to address the Board, and the Board may call for the presence of such other persons deemed necessary. The Board will issue a decision within 30 working days for implementation by the administration. The Board secretary will give the compliance officer or acting compliance officer a copy of the appeal and decision. The person who filed the grievance, the victim if someone other than the victim filed the grievance, and the alleged perpetrator will be notified in writing, within five working days of the Board's decision, in accordance with law and district policy, regarding whether the Board determined that district policy was violated. The decision of the Board is final.

Confidentiality and Records

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

Training

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

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