Southern Boone County Elementary Student Handbook 2023-2024

District Mission Statement

Excellence in Learning for ALL

Dear Parents/Guardians,

Hello and welcome to the start of what promises to be a wonderful year of learning at Southern Boone Elementary! I feel blessed to be sharing this year with you, your child, and your family. We value each of our students and hope to find each child's strengths and talents during his or her time with us. As your child's principal, I want to take this opportunity to introduce myself to you. My name is Amy James. My husband and I and our four children live in Ashland. My experience includes 19 years in administration, seven years of teaching experience, and six years of experience working with the Missouri Department of Elementary and Secondary Education. I am committed to creating an optimal learning environment to help each child succeed as I want my own children to succeed. I take pride in the Southern Boone District and appreciate their excellence in learning for all as my four children attend the Southern Boone School District. I have my Ed D in Educational Leadership and endorsement in both Elementary and Secondary Educational Administration. I believe education is about investing in our future through service to our youth, and I look forward to providing assistance to you during the coming year as we create a partnership to benefit your child's academic and social growth. It takes schools and families working together to help each child reach his or her fullest potential. I am always willing to listen and assist. Again, let me say that I am thrilled to be your child's principal, and I look forward to an outstanding year of learning!

Sincerely,

Dr. Amy James
Principal Southern Boone Elementary

Dear Parents/Guardians,

I am excited for another year as the assistant principal at Southern Boone Elementary!

I earned my Educational Specialist and Master of Education in Educational Leadership and Policy Analysis from the University of Missouri-Columbia. I received my Bachelor of Science in Education from Southeast Missouri State University. I have a Missouri K-8 Principal certification. I am also certified in Middle School Language Arts, Elementary Education, and Early Childhood Education.

I have worked in public school education since 2006. My first seven years were spent as a classroom teacher. After leaving the classroom, I have worked as an assistant principal.

My husband's name is BJ. We have a daughter and a son. Our family also includes our chocolate lab named Godiva Marsh. On the weekends, we enjoy spending time with our extended family and friends.

Southern Boone is dear to my heart because we chose to live in Ashland based on the great schools for our own children. We love the school district and community of Southern Boone.

I look forward to meeting your family. It is an exciting time to be an Eagle at Southern Boone!

Sincerely,

Mrs. Ashley Tanksley
Assistant Principal Southern Boone Elementary

Board of Education	Administration
Amy Begemann, President	Tim Roth, Superintendent
Barrett Glascock, Vice President	Christy Jones, Asst. Superintendent
Tamara Aholt	Amy James, Elementary Principal
Karen Bill	Ashley Tanksley Elementary Assistant Principal
Crystal Branch	Breena Eddy, Director of Special Services
Chris Felmlee	Carrie Bradley, Elementary Admin. Assistant
Lyn Woolford	

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Staff Directory - Elementary Main Office: 573-657-2145

Name	Position	Email Address
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Catron, Kristin	4th Grade	kcatron@sbschools.us
Cerveny, Kaleigh	Library	kcerveny@sbschools.us
Craig, Elizabeth	PE	eharlow@sbschools.uss
Farris, Kaitlin	4th Grade	kfarris@sbschools.us
Flaspohler, Dana	Literacy Support	dflaspohler@sbschools.us
Ford, Michelle	SLP	mford@sbschools.us
Fredrick, Symantha	4th Grade	sfredrick@sbschools.us
Frese, Julia	3rd Grade	jfrese@sbschools.uss
Hennessy, Sean	Music	shennessey@sbschools.us
Holland, Madison	4th Grade	mholland@sbschools.us
Horton, Sharon	Counselor	shorton@sbschools.us
Huebner, Kayla	Special Education	khuebner@sbschools.us
James, Amy	Principal	ajames@sbschools.us
Kennish, Kristin	3rd Grade	kkennish@sbschools.us
Lentz, Carla	Behavior Interventionist	clentz@sbschools.us
Lindsey, Bree	Art	blindsey@sbschools.us
Palmer, Janelle	3rd Grade	jpalmer@sbschools.us
Picha, Lindsay	4th Grade	lpicha@sbschools.us
Plank, Emily	Life Skills	eplank@sbschools.us
Rasche, Riley	3rd Grade	rrasche@sbschools.ue
Redden, Kelsey	Math Interventionist	kredden@sbschools.us
Ripperger, Emily	4th Grade	eripperger@sbschools.us
Roebeke, Trevor	4th Grade	troebeke@sbschools.us
Rogers, Justine	Gifted Education	jrogers@sbschools.us
Rouse, Katie	4th Grade	krouse@sbschools.us
Sappington, Rachel	3rd Grade	rsappington@sbschools.us
Schekorra, Lauren	3rd Grade	lschekorra@sbschools.us
Shepherd, Amy	Instructional Coach	ashepherd@sbschools.us
Sickmeier, Hope	Learning Garden	hsickmeier@sbschools.us
Summers, Sydney	Special Education	ssummer@sbschools.us
Tanksley, Ashley	Assistant Principal	atanksley@sbschools.us

Elementary School Hours

7:30 – 8:00– Before school supervision in the gym **(Students may not arrive prior to 7:30.)**
7:35 – Buses unload
7:30 – 8:00 – Breakfast in Cafeteria
8:00 – School begins **(All students should arrive at school prior to 8:00.)**
3:05 – School dismissed
7:45am – 3:45pm office hours

Students are *not* to be dropped off at school before 7:30. There is no supervision available at the school before this time. If a student arrives at school after 8:00 they are considered tardy.

If your child arrives at 8:10 or later or leaves before 3:05pm, *you must sign him/her in/out in the main office*. If you are picking up your child, it should be at the designated ending time for school at 3:05pm. Students who arrive late and are picked up before school dismisses miss valuable instructional time. If this happens regularly, the time adds up. Please make it a priority to drop off and pick up at the designated times.

Elementary School Student Drop Off and Pick Up Procedures

To ensure the safety of all children being delivered to school, please drop your child at the end of the drop off area designated by cones. 3rd and 4th drop off and pick up will be located in the front parking lot. Also for safety, do not allow students to exit/enter from the driver's side of the car after 3pm.

End of School Pick Up: Students will not be called out of class between 2:55 and 3:05. You will need to wait until dismissal to pick your child up if you arrive after 3:00.

To ensure the safety of all children, parents should ALWAYS check in at the office. For the safety of all children being picked up from school, please pick your child up in the designated areas of the elementary building. Cars will pull up to the loading zone, and students are released from teachers when the parent or guardian is in the loading zone. **Students will not be allowed to cross traffic to go into our parking lot or other parking spaces/lots to meet parents for pick up**.

Also, please make sure that you inform the office of any change in after school procedures by 2:30 p.m (by 1:30pm on early out Wednesday.) When changes are made at the end of the day it can cause confusion for your child. The best way to handle changes for after school transportation is to send a note on the morning of the change.

Students will not be allowed to stay after school without adult supervision or written parental permission under any circumstance. Bus time is also considered a part of the school day.

While students are at school, at any time, they are under the supervision of school personnel and subject to all practices, rules, and regulations of the Southern Boone County R-I School District. Any school-sponsored activity is considered part of the school day.

Policies and Procedures

Please see the Southern Boone School District Board of Education web page, under policies for policy abbreviation definitions.

Attendance
In accordance with Missouri State Law, every parent or person having charge, control, or custody of a child is responsible for keeping the child in school. Regular school attendance is directly related to success in school. **The Southern Boone County R-I School District goal is that no student will miss more than five (5) days per school year.**

If it is necessary for a student to stay home due to illness or other reasons, the student's parent / guardian should call the building secretary to explain the reason for absence. If telephoning is not possible, the student is to return to school with written notification from the parent/guardian stating the reason for the absence and the days missed from school.

Parents will be notified of student absences through the trimester report card. Mailed notices will also be sent throughout the year once a student misses five or more days. School districts are required to report possible cases of educational neglect to the Division of Family Services. **Educational neglect will be reported when fifteen (15) days of school are missed. Retention will be considered for children who miss fifteen or more days**.

Make-up Work: Students are expected to complete assignments that are missed due to illness or scheduled absences. If absences are known in advance, notify the classroom teacher and assignments will be arranged. Time to complete assignments missed due to absence will be given.

Tardy

Students that arrive late to school miss valuable instructional time and the establishment of routines. **Students are expected to be in class by 8:00 a.m. to begin instruction. Students arriving after 8:10 must be accompanied and signed in at the office by an adult.**

Parents will be notified of student tardiness through the trimester report card. Mailed notices will also be sent throughout the year once a student is tardy five or more days. Accumulation of tardies may result in building level consequences.

Assessments (State and Local)

Statewide Assessments: Per Board policy IL, The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the Missouri Learning Standards, as set forth by the Missouri State Board of Education.

The complete Board Policy IL, can be found at http://policy.msbanet.org/soboone/show policy.php?file=C.1J or in the Southern Boone Superintendent's Office.

The MAP assessment schedule follows:

Mathematics	Grades 3 - 4
Communication Arts	Grades 3 - 4

Elementary students who are reading more than one grade level below their current grade placement will be identified, and remediation plans will be implemented, as set forth by the guidelines of Senate Bill 319.
At the primary and elementary levels, we utilize the Independent Reading Level Assessment (IRLA) as part of our reading assessments. Modifications of state assessments will be observed in certain circumstances. Students with limited English proficiency may be exempted from the mandatory reading assessment, as are students who have been determined, prior to the beginning of any school year, to have a cognitive ability insufficient to meet the reading requirement.
All English Language Learners (ELLs) must participate in all required Grade-Level Assessments. However, ELLs who have been in the United States 12 cumulative months or fewer at the time of administration of the assessments may be exempted from taking the Communication Arts Assessment. All ELLs must participate in the Mathematics and Science Assessments, regardless of the length of time they have been in the United States. (Board Policy IL)

Awards

Star Student Awards

Students will be selected from each classroom for the Star Student Award for showing good character.

Rising to Excellence Awards

Students that have shown excellence or improvement in academics, attitude and/or behavior will receive a certificate.

PBS Tickets
Students displaying actions of a Safe, Respectful, and Responsible Learners may receive a PBS ticket. The tickets are distributed by the Elementary staff. Students can earn privileges when PBS tickets are turned in.

Reading Circle
The student must complete the specified number of books per grade level to receive the certificate. This is not a required activity by all grade levels.

Birthday Party Treats, Invitations and Other Celebrations
Do not to send birthday invitations to school to be handed out during the day.

- **All food and beverages provided in conjunction with district-sponsored celebrations will meet the district's standards.**
- We encourage healthy snacks. They can easily replace traditional cupcakes, cookes, and candy.
- No homemade foods are allowed.
- All foods, with the exception of fruits and vegetables, must come to school in their original container and include ingredient label.
- Food must be served with gloved hands by an adult.
- Soda or energy drinks will not be allowed during the school day for any student in the building.
- Students cannot have suckers at school for parties or other celebrations.
- **ALL celebrations involving treats must be after lunch.**
- Please notify the classroom teacher at least one day prior to bringing treats for a celebration.
- If you send balloons or flowers in a glass vase as part of your child's birthday, please be advised they are not allowed to take balloons or glass on the bus. They will need to be picked up from school.
- **Do not send items that must be placed in refrigerator or freezer, as our space is limited.**
- **Birthday treats may not replace lunch offered by the school.**
- **All birthday treats must be served after the grade level has had lunch.**

Board of Education
The Monday preceding the third Wednesday of each month has been designated as the regular meeting night of the School Board. All regular meetings are scheduled at 6:30 p.m.

Bringing Miscellaneous Items to School
Students do enjoy bringing items from home to show and share. **The safe keeping of these items is the responsibility of the student.** The school is not responsible for these lost or stolen items. Electronic devices may be brought to school on special days arranged by your child's classroom teacher. Electronic devices are not allowed at school on other days. Radios, CD players, cell phones, iPods, knives, and play guns are not allowed. **Violation of this policy will result in confiscation of item, parent pick up and/or detention for each offense.** Any type of laser pointer may not be brought to school. Also, students caught playing with spinners or fidget toys will have them confiscated and returned at dismissal. Children should be discouraged from bringing extra money to school unless there is a specific need for it.

Change of Address or Phone Number
It is very important that every student maintain an up-to-date address and phone record at the school office for administrative and emergency reasons. **Notify the school immediately if you have a change of address or phone number during the school year.** This includes changes in places of employment.

Changes In After School Transportation
If your child's transportation after school is different than what they normally do, please send a note to school with your child notifying their teacher and the office of the change for that particular day along with the bus number and address. Please limit phone calls to the office at the end of the day to last minute or emergency situations that require a change in student plans. Sending notes with your student will reduce confusion for students and staff at the end of the day that excessive calls can create.

Charges and Fines
Students with outstanding debts due to fines or charges will have notices sent home until debts are paid in full.

Child Abuse/Neglect
The Board of Education requires its staff members to comply with the state child abuse and neglect laws and the mandatory reporting of suspected neglect and/or abuse. Any school official or employee acting in his or her official capacity who knows or has reasonable cause to suspect that a child has been subjected to abuse or neglect, or who observes the child being subjected to conditions or circumstances that would reasonably result in abuse or neglect, will immediately make a report to the Child Abuse Hotline to the Children's Division, as required by law. This will include reporting excessive absences that may indicated educational neglect. In addition, students will be educated via the school counselor on methods of identification of sexual predators and unsafe situations as board policy IGAEB states.)

Investigating Child Abuse/Neglect
Representatives of the Children's Division of the Department of Social Services may meet with students on campus. The district liaison will work with Children's Division to arrange such meetings so they are minimally disruptive to the student's schedule. (See Policy JFG).

Distribution of Non-Curricular Materials
Anyone wishing to distribute materials must have it approved through the superintendent's office. Once a copy is received, its distribution will be approved or denied. If you would like more information regarding this issue, contact the administration.

District Promotion and Retention

- Students who are reading one year or more below their current grade level will be considered for retention. To determine reading ability, both formal and informal assessments will be administered at the various grade levels.
- For students identified as reading one year or more below grade level, remediation services will be provided. Remediation will be a requirement for promotion to the next grade level. Such remediation may include, but is not limited to, remedial summer school, tutorial services outside the traditional school, RtI intervention services, and administrative approval of services outside the school.
- The following procedure will serve as a guide to implement the district retention policy:
  -Test scores will be reviewed each spring to identify students reading one year below grade level. Additional academic achievement scores may be utilized.
  -Building administration and staff will meet to review all identified students. Remediation programming or an RtI intervention program will be developed for each student through Tier II or Tier III.
  -Parents will receive information regarding test scores, remediation requirements, Tier II or Tier III interventions, and retention.
- Prior to assignment of remediation and/or recommendation of promotion or retention, these factors will be considered:
  ❖Academic achievement in all subject areas, especially attainment of grade level objectives, as determined by tests, teacher assignments, grades and work samples, Chronological age, Study habits, Attendance, Social and emotional maturity/Physical development, Prior retention, Parent cooperation, Standardized tests, Remediation services (those outside the school must be approved by the administration), RtI interventions implemented with fidelity. Current services such as special education, Reading Resource, Math Resource, and private remediation, Staff recommended additional individualized test administration, Home / school communication.
- Final decision for retention will be made by the administration. Parents will be notified in writing of the decision.

Double promotions, acceleration beyond the normal grade placement, may be a consideration for students who are working at an academic level of more than a year above placement and are sufficiently mature, socially and emotionally, to work with students of an advanced grade. Parents/guardians, teachers, and administrators must agree that it is in the best interest of the student under consideration. The final decision will rest with the administration.

Dress Code / Marking of Clothing
Students are expected to be neat and clean, and to dress in good taste so that each child may share in promoting a positive, healthy and safe atmosphere within the school district.

Students may not wear revealing clothing such as spaghetti straps or clothing which displays a tobacco or alcohol logo. The decision as to the appropriateness of student's dress shall rest with administration and if causes a disruption in learning environment the student may be asked to change attire**.** It is suggested that items of clothing such as coats, caps, gloves, etc. be marked with the child's name for identification in case they are lost.

Enrollment Requirements

To complete the enrollment process the following must be provided:

- Proof of residency
- Immunization Record**

**Immunizations must be complete as required by the Missouri Department of Health. This shall not apply to any child if one parent or guardian objects in writing to the school administration to the immunization of the child.

Extra-Curricular Expectations

IF YOUR STUDENT IS NOT IN ATTENDANCE AT SCHOOL THEY MAY NOT ATTEND EXTRA-CURRICULAR EVENTS/ ASSEMBLIES/PARTIES/TALENT SHOWS THE DAY THEY ARE ABSENT FROM SCHOOL. When attending extra-curricular activities such as sports games or practices, students are expected to behave in the following manner:

- Be supervised by parents **at all times**
- Remain seated while the game is being played
- Walk, not run up and down the halls
- Not play in the hallways
- Exhibit good sportsmanship at all times

Field Trips

Ideally, educational field trips should include all students. However, students may be excluded from educational trips due to behavior concerns, suspensions or other unusual circumstances. The parents or guardians of any student excluded will be notified prior to the trip.

Students may be excluded from incentive, motivational, field day, park day, PBS field trips, and reward field trips. For these trips, teachers or buildings will create participation expectations and provide notification of the criteria to parents. All students will be given an equal opportunity to participate. If a student is assigned ISS or OSS, he or she will be ineligible for the trimester PBS reward, for the trimester in which the ISS or OSS is assigned. No student will be excluded based on ability. The goal of placing these expectations on field trips is to promote responsible, disciplined students.To attend any field trip, students must have written permission from a parent or guardian to leave school grounds. Parents should not send soda or energy drinks with students on field trips. Only children of the authorized group may ride the bus. Parents attending the trip as chaperons may NOT ride the bus. If your student is not in attendance at school they may not attend field trips.

Food Services

Meal prices shall be established annually by the Board of Education in accordance with law.

The ability to charge meals is a privilege, not a right, and is subject to the limitations established in administrative procedures. Students in good standing, as defined in policy IKFB, are eligible to participate in the annual park day celebrations at the primary and elementary buildings, eighth grade advancement at the middle school and graduation at the high school. Parents of students, who are not in good standing, will not be able to attend annual park day celebrations at the primary and elementary buildings, eighth grade advancement at the middle school and graduation at the high school. Policy changes are to go into effect with the start of the 2017-2018 school year. Parents and guardians who have students with meal balances in excess of $500 may be taken to collections or small claims court. Parents with approved payment plans are exempted from punitive action.

Free or reduced-price meals shall be granted in accordance with federal free lunch guidelines and school board policy. Applications for free/reduced meals will be answered in writing for each student approved or rejected. For more information regarding free/reduced application please see your building administrator. **THE FREE AND REDUCED MEALS APPLICATION MUST BE COMPLETED ANNUALLY IN ORDER TO BE CONSIDERED FOR QUALIFICATION.** Students are expected to eat lunch on campus, as the Southern Boone School District is not an open campus facility.

The food service provided for students in the Southern Boone County R-I School District is an important part of the total educational program. A balanced lunch is available to every student at a minimum price. Meal prices shall be established annually by the Board of Education in accordance with law.

Breakfast: Grades K-5 $1.50
Adults $2.00

Lunch: Grades K-5 $2.40
Adults - $3.56

Prices will be reviewed by the Board of Education in the fall and are subject to change.

Allergies to Food:
Southern Boone County Schools will offer food substitutions to students that have life threatening or debilitating food allergies as documented by a licensed physician. Provide the school nurse with allergy information on the required form.

As part of the district wellness awareness, soda and energy drinks cannot be sent or brought to school as part of a child's lunch.

Southern Boone County R – I Schools uses an automated system called SIS Lunch Module for breakfast/lunch/snack accounting records. With this system, each student is issued an account card with a personal account number. The number contains a magnetic bar code, which is read by a scanning machine. The same card is used to purchase breakfast and lunch.

Breakfast and lunch money may be deposited into an account any day of the week. Parents are encouraged to pay by the week, month, trimester or year. Account balances may be checked at any time by calling the office or checking the school website Parent Portal Access. Notices will be sent home with students when an account balance falls below $3.75.
***Special Dietary Request*:** A request for a special diet or drink for a student who is disabled, or has a chronic medical condition (example: Diabetes), must be made by the child's physician on a DESE approved diet form provided by the school. A recognized medical authority includes the following professionals: licensed physician, physician assistant, nurse practitioner, and registered dietitian.

Guidance and Counseling
Guidance and counseling services will be under the direction of a certified guidance counselor. Parents should contact the guidance counselor to ask specific questions regarding services or individual needs.

Bullying
The administration of the school district shall instruct its school counselors, school social workers, licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for students to overcome bullying's negative effects. Such techniques shall include, but not be limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself or herself assertively and effectively; helping the student develop social skills; or encouraging the student to develop an internal locus of control.

Cafeteria and Gym Use for Parties
The cafeteria and gym will not be used for grade level parties.

Fall Party Costume Guidelines

- Costumes should depict characters that are fun and lighthearted; no blood or weapons are allowed.
- Masks are acceptable for the students, but no makeup, as it is time consuming to apply and remove**.**
- Children must be able to put on and take off costumes by themselves for the most part over school clothing.
- Adults that dress should be in good taste and should avoid wearing masks as to not scare any of the students.
- Children are not required to dress up.
- Costumes must not be scary in nature.

Health Services
The district's health program is administered by a registered professional nurse on duty throughout the school term. This is to maintain for the students a state of physical, mental, and emotional well-being as well as a wide range of health services as follows:

1. The immunization program as required by law,
2. Clinics (including vision and hearing checks, height and weight checks, dental screenings and scoliosis screenings),
3. First aid,
4. Ill student procedures,
5. Compiling and maintaining cumulative health records on all students.

*4th grade students will complete the required health education curriculum upon a parent permission form being signed in agreement that their child may complete the requirement. (Board Policy IGAEB)

Accidents/Injuries:
If an accident occurs at school, first aid is given to the student as soon as possible. The parent/guardian is contacted next by the nurse, teacher, or principal if necessary. In a serious accident or emergency when the parent/guardian cannot be reached, the child will be taken to the emergency room, or doctor of choice listed on the enrollment health form which is updated at the beginning of each year. *PARENTS ARE RESPONSIBLE FOR KEEPING CURRENT EMERGENCY NUMBERS AND MEDICAL INFORMATION.*

General Health Information:
The following information is provided to help parents regarding certain conditions that require absence from school:

Students need to remain home from school for the following:

- Fever of 100 degrees or over(remain home until without fever for 24 hours)/and without using fever reducing meds.
- Undiagnosed rashes
- Vomiting/diarrhea (remain home 24 hours after last episode)
- Fainting (until evaluated by doctor)
- Red, inflamed eyes (should not attend if itching, pain or purulent pus drainage are present, consult doctor)
- Impetigo (a contagious skin condition involving characteristic "honey" colored crust; if seen, consult doctor)
- Ringworm (area must be covered during treatment)
- Scabies (must provide doctor's statement of diagnosis and treatment)
- Common childhood diseases (call anytime if concerns/questions)
- Chickenpox (excluded 7 days from onset of rash; at that time all blisters must be dry crust)
- Strep throat (following a positive throat culture the child must be on antibiotics and without fever for 24 hours before returning to school)
- Flu-like illness (remain home until without fever for 24 hours and child feels well enough to resume daily activities)
- Mononucleosis (an infected child may attend school once diagnosed as long as he/she is without fever and precautions are taken with water fountain use, and as long as he/she feels well enough to resume to daily activity)
- Head Lice Policy - Southern Boone County School **does not** have a "no nit" head lice policy. Students with nits may attend school. Students with live lice and/or viable nits will be sent home for treatment and must be examined by a school nurse before returning to class.
- Southern Boone Elementary will have emergency epinephrine that will be used in emergency situations only unless the parent has given a written notice to the school nurse.

Students sent home ill with elevated temperatures, vomiting, or diarrhea, are asked to be kept home until they are symptom-free for 24 hours (without the use of fever- reducing medications). Many students are sent home ill one day, return the next, and need to be sent home again because they have not recovered. You will be called to come and get your child if they return before the 24 hour period has elapsed.

We appreciate parents sharing the diagnosis and treatment of children sent to physicians so we can be alert to possible problems in other children. Try to make a habit of obtaining a note from physicians whenever your child needs to see them for illness. Have the note include the diagnosis and the date when the child may return to school. The note can be turned in to cover the child's absence. **IF A STUDENT DOES NOT ATTEND SCHOOL, OR GOES HOME EARLY, ON A DAY DUE TO AN ILLNESS, THEY MAY NOT ATTEND PARTIES, MUSIC PROGRAMS, ASSEMBLIES AND OTHER ACTIVITIES HELD THAT DAY OR NIGHT.**

Medication:
Only prescription medication will be dispensed by school personnel with parent permission. Non-prescription medication, such as ibuprofen or acetaminophen, will not be dispensed without a written prescription by a healthcare provider. This is for any over the counter medication.

Prescription medication to be given at school should be brought to the Health Office in its original container and be accompanied by written instructions signed by a parent or guardian. The instructions should include the following information:

- Student's name
- Name of medication
- Specific instructions for administration
- Physician's name

Students with chronic or specific problems requiring medication for emergency situations should have their medication properly labeled as listed above. Specific written instructions must be provided as to when and under what circumstances medication is to be given. This should be provided and signed by the student's doctor and parent/guardian annually.

Students are not allowed to carry medication without prior approval by a physician, parent, and the school nurse.

Request to be Excused from Outside Recess/P.E.
Students may be kept in from recess/P.E. due to injury/illness for up to two (2) consecutive days if requested by parents. A note from a doctor is required for any request over two (2) days.

Allergies to Food: Southern Boone County Schools will offer food substitutions to students that have life threatening or debilitating food allergies as documented by a licensed physician. Provide the school nurse with allergy information on the required federal form.

Child Health Insurance
Please see available options at https://www.benefits.gov/benefits/benefit-details/1606

Leaving School Early
Students are expected to remain at school for the entire day unless a note is sent or a phone call is made to the school office. **Students will be called to the office after the parent/guardian signs him/her out in the main office.** If someone other than the legal parent or guardian will be picking your child up, please indicate this in the note. Proper identification may be required.

Library
The library provides reading and reference materials for students and staff. The librarian is available for assistance in locating and selecting materials, and for providing instruction in use of the library. Students and staff are also encouraged to recommend materials for purchase in the library.

The library is to be used by students for specific purposes related to study, research, the curriculum and for leisure reading. The atmosphere maintained must be a quiet place for students to pursue these activities. Talking, unnecessary distractions, horseplay, socializing and eating food are not appropriate library behavior. General rules for library use:

- All materials will be checked out for two weeks.
- Students who have materials overdue from the library will be restricted from checking out additional materials until the overdue items are returned.

- Students will be responsible for all materials checked out in their name, even if those materials are loaned to friends or are lost or stolen.
- Students will be required to pay for all materials not returned to the library. Students who owe for materials will not be allowed to use the library until the materials are paid for or returned. After two months, if the book is found money will not be refunded due to the book already having been replaced.
- A minimum fee of $2.00 will be charged for a lost or damaged barcode.

Lunch Times

4th Grade Cohort 1	10:50-11:15 Lunch, 11:15-11:35 Recess
4th Grade Cohort 2	11:15-11:40 Lunch, 11:40-12:00 Recess
3rd Grade Cohort 1	11:55-12:20 Lunch, 12:20-12:40 Recess
3rd Grade Cohort 2	12:20-12:45 Lunch, 12:45-1:05 Recess

Mentor/Volunteer Program

The volunteer program is designed to enhance the learning opportunities of our students by utilizing gifts, talents, and time of caring individuals within our community. No gift, talent or amount of time is too small and no task is insignificant when we are working together to meet the needs of and provide excellence in education for all the students of Southern Boone County. If you are interested in being a volunteer in the Elementary School, please contact our office.

No Child Left Behind Act

Our district is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know.

Upon your request, our district is required to provide to you in a timely manner, the following information: Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction, whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived, whether your child is provided services by paraprofessionals and, if so, their qualifications, what baccalaureate degree major the teacher has and any other, graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to each individual parent: Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

Participation in School Related Activities

In order to participate in a school related activity, which includes, but is not limited to concerts, sporting events, and field trips, the student must be present at school and attend the event with their class on that particular day, this includes riding the bus to the event. Any student that is ill with fever, vomiting, etc. should not participate in the planned events.

PTA: Parent Teacher Association

PTA: Meetings of the PTA during the regular school year will be announced. All parents of students in school and other interested persons are urged to become members and to attend meetings. If you would like to be a room parent or sign up to assist with the various PTA activities, contact the PTA President.

Pupil Personnel Information (Release of Directory Information)

The Southern Boone County R-I Public School District operates under the procedure of not making student information available to the public. *As outlined in Board Policy JO, we can not release a student's phone number or address to the public. There is certain directory type information, however, that the district may provide the general public.* The school district designates the following items as directory information for students in Pre-K through fifth grade: student's name; grade level; participation in school-based activities and sports; degrees, honors and awards received; artwork or coursework displayed by the district; and photographs, videotapes, digital images and recorded sound. *In the event that any parent does not wish the directory information released, they should contact the Assistant Superintendent, immediately.* (Board Policy JO and JHDA)

Recess/ Outdoor Temperature
Students will be kept inside on days when the temperature or wind chill is below 20 degrees. If children are not dressed appropriately, they will not be permitted to go outside for recess. Faculty and administration will decide appropriateness of outdoor clothing.

Report Cards – Parent/Teacher Conferences
Primary and elementary students receive trimester report cards. The trimesters end on the following dates: November 3, February 16, and May 23. Students will also be issued a progress report during the middle of each trimester.

Scheduled parent–teacher conferences will take place at the end of the first and second trimester. However, anytime a teacher or parent feels a conference would be beneficial for the student, one may be scheduled by calling and/or calling the classroom teacher and setting up an appointment. (Board PolicyKB-AP1)

Request for Classroom Teacher
The school will not honor requests for specific classroom teachers. It is the position of the Southern Boone County School District that our teachers are highly qualified educators and it is not best practice to accommodate requests for specific classroom teachers except under extreme situations. You are welcome to inform school administration of issues of concern for your child or information that may help with the placement of your child in an environment that will best help with academic and personal growth before **April 19, 2024.**

Safety
Each classroom will have a copy of safety regulations that will include directions and procedures to follow in case of emergency. Fire drills, severe weather drills, tornado, and earthquake drills, lockdowns, etc. will be conducted during school time (Board Policy EBC.) Please see Board Policy EBAB-AP1 for notice of the presence of asbestos and re-inspections.

Safe School Hotline
A toll-free number (1.866.748.7047) has been established to assist the district in providing a safe school environment. This service is designed to allow parents and students an opportunity to anonymously report information. Any information which could negatively impact our school, our students or our staff, should be reported. Examples of possible reports could include but not be limited to the following: violence, theft, drugs or alcohol, and weapon possession. We need your assistance to maintain our safe school.

Searches and Seizures
In the event that a situation requires action, Board Policy JFG will be followed. This policy can be viewed on the district web site

Student Contact Policy
If there is a need to get an important message to a student, call the building level office and efforts will be made to contact the student. To restrict interruptions of class, messages will be
delivered at the end of the school day. Please note that the office is often very busy early in the morning and before dismissal. Patience is always appreciated.

Student Dismissal Precautions (File JEDB)
In the case of children with divorced/separated parents, the district will release a student to either biological parent unless the district has a valid court order directing otherwise, or unless the parent requesting release is only entitled to supervised visitation. If district staff have concerns about releasing the student to a parent, the student may be held while additional precautions are taken, including, but not limited to, verifying custody orders, contacting the other parent or contacting appropriate authorities.

Teacher Contact Policy
During the day, phone calls are not transferred to classroom teachers. Parents will be transferred to the voice mail system to leave any messages. Please also feel free to email your child's teacher.

Visiting the School
All visitors are required to report to the office upon entering the building. After signing in, visitors will be given an identification tag to wear during the visit. Return the visitor tag when signing out.

Parents are always welcome to visit their child's classroom. We would appreciate advance notice, but it is not required. Visits should not last more than 30 minutes at one time to limit distractions for all students. Parents and special friends are also welcome to eat breakfast or lunch with us at any time. The cost for Adult Breakfast is $2.00 and for Adult Lunch is $3.56. If you plan to come eat school lunch, you will need to pay in the office (we cannot charge student accounts) and you will need to bring exact change as we do not keep change in the office. We ask parents to adhere to our wellness policy and refrain from bringing their child soda or energy drinks.
Students from other schools (in or out of district) may not visit our school for the day. A short visit such as eating lunch is allowed if cleared by the building principal in advance.

Weather Dismissal
All parents must prepare a plan with their children in the event of an early dismissal. This plan should be reviewed on a regular basis and changes should be given to the office and classroom teacher. Forms will be on district website for parents/guardians to complete giving detailed instructions as to where their child should go in the event of an unscheduled early dismissal. Parents will also be notified through the automated School Reach system. **Please keep information in our systems up-to-date so you will receive the important notifications.**

Cancellations or early dismissals due to weather will be broadcast on the following television / radio stations:
- KFRU, KLIK 950, KCLR 99, KCMQ, KWOS 1240, KJLU, KFAL 900, Y107
- KOMU TV Channel 8, ABC 17, and KRCG 13

Inclement Weather at Dismissal
Weather at dismissal time will be evaluated on a daily basis. Should severe threatening weather be present, school dismissal may be delayed until conditions are safe. If heavy rain is present at dismissal, children who walk home may wait at school until the rain slows.

Withdrawal from School
The parent or guardian shall notify the office if a student is to be withdrawn from school. Before records will be sent to the new school, all charges must be paid and library books returned.
For a smooth transition between schools, please notify us of your intentions at least two days before you plan to leave. This will enable us to complete all record keeping.

Student Conduct Code
The mission of the Southern Boone County R-1 School District is to provide excellence in learning for all. To accomplish this mission, parents, students and staff must cooperate. The Student Conduct Code was designed to help achieve this atmosphere. It is to be a guide for students, parents, and staff, to attain this mission, yet be flexible in order to deal with individual situations.

These policies, regulations and procedures will apply to all students in attendance in district instructional and support programs as well as at school-sponsored activities. All district staff are required to enforce these policies, regulations and procedures in a manner that is fair and developmentally appropriate and that considers the student and individual circumstances involved.

Southern Boone Elementary
Responsibility Pledge

When we care about each other and our school,
we are respectful and kind with our actions and words.
We are responsible for being safe,
and when someone asks us to stop, we stop.
We promise to be peaceful learners,
by listening carefully and always doing our best work.
At Southern Boone Elementary,
We are Safe, Respectful, and Responsible Learners.
This is who we are, even when no one is watching.

By signing below I agree I have read and am aware of all procedures and policies outlined in the Southern Boone Elementary Student Handbook for the 2023-2024 school year.

Student Signature_____

Student Classroom Teacher's Name_____

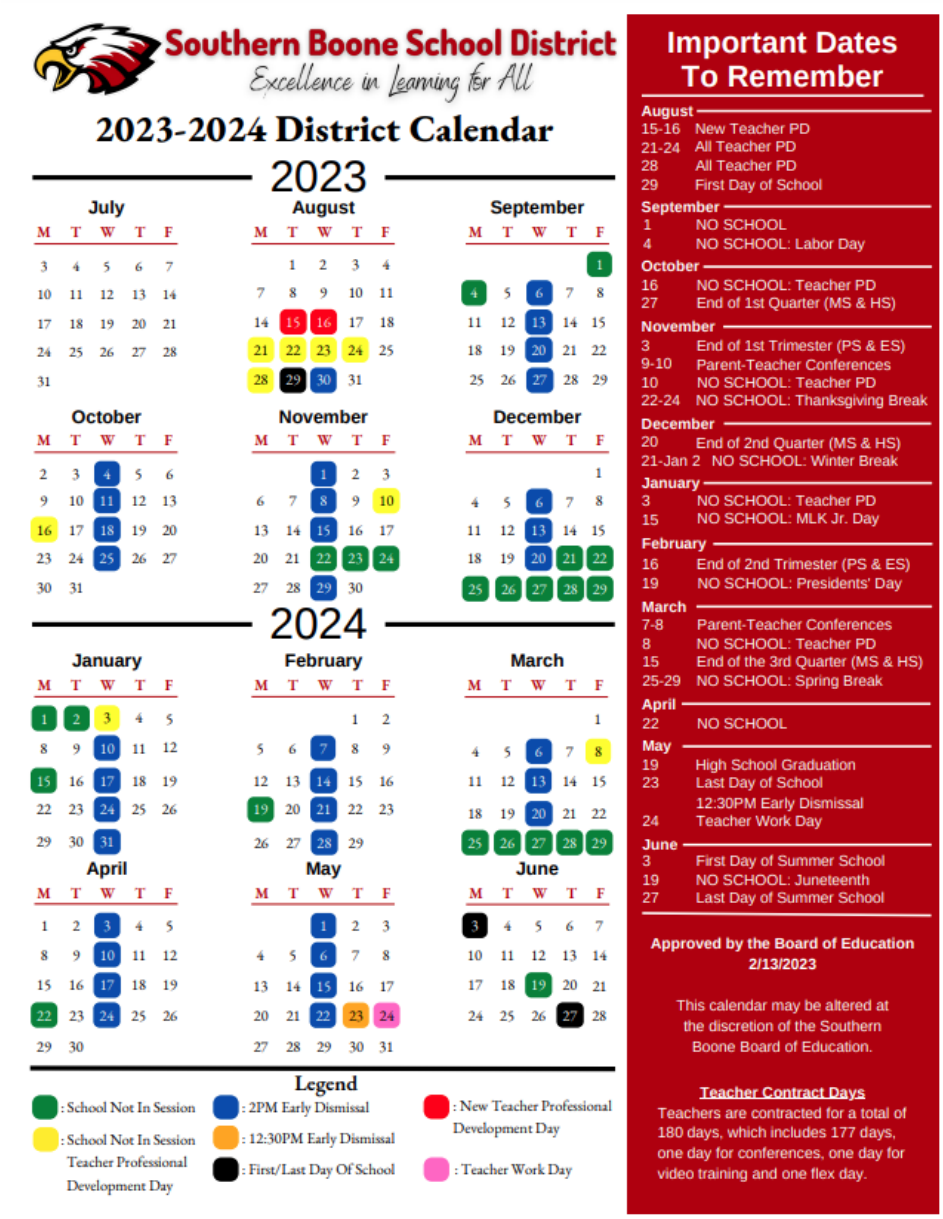
Parent/Guardian Signature_____

<u>Positive Behavior Support School-wide Expectations</u> at Southern Boone Elementary are that all students are safe, respectful, and responsible learners. We believe that all students can be successful in the school setting if expectations of appropriate behavior are systematically taught, valued, and rewarded. Students must also be accountable for their actions. At Southern Boone Elementary we are a Positive Behavior Support (PBS) School. School Expectations are listed below.

I am	All Settings	Classroom	Hallways	Cafeteria	Bathrooms	Assemblies	Playground	Bus
Safe	KAHFOOTY *Keep all hands, feet, and other objects to yourself.* Ask permission to leave any setting.	KAHFOOTY Walk. Maintain personal space. Follow safety procedures.	KAHFOOTY SSS Walk in a single file line. Walk on right side of hallway.	KAHFOOTY Clean up after yourself. Put trash in the trash can. Stack trays neatly. Sit quietly when finished.	KAHFOOTY Use the restroom quickly. Wash your hands with soap and water. Put your trash in the trash cans. Pick up and wipe up after yourself.	KAHFOOTY Enter quietly with no voices. Enter and exit in an orderly manner. Sit quietly.	KAHFOOTY Use equipment for intended purposes only. Listen to adults the first time. Tell an adult if someone is or could get hurt. We stay within the boundaries of the playground.	KAHFOOTY Remain seated until the bus is completely stopped. Use quiet voices so you do not disturb the driver. Tell the driver immediately if someone is or could be hurt.
Respectful	Treat others the way you want to be treated. Follow Adult instructions the first time. Use polite language. Take care of our school.	Be honest. Take care of yourself. Raise your hand to share. Be kind when working with others, Use inside voice.	Walk silently as not to disturb learning. Be patient and show consideration for classrooms that are learning.	Eat only your food. Use a peaceful voice while waiting in line and eating. Listen to lunchroom teacher. Use proper manners. Say “please” and “Thank You”. Be Patient.	Use the facilities for intended purposes. Wait your turn quietly in line outside of the bathroom. Use quiet voices. Finish as quickly as possible. Consider the privacy of others.	Be an attentive listener. Respond appropriately to show appreciation. Sit quietly to begin and to dismiss. Raise your hand to share. Listen with no voices when someone is talking.	Listen to adults the first time. We allow everyone to participate. We line up quickly after the first whistle with no talking. We are “good sports”. We wait patiently for our turn in line.	Use a quiet voice. Use kind words. Listen to adults the first time.
Responsible	Maintain a learning environment. Give 100% effort.	Complete assignments on time. Give 100% effort.	Return to class quickly.	Use proper manners. Leave the table only after being excused.	Return to class as quickly as possible.	Keep comments and questions on topic. Listen attentively.	Be a problem solver. Learn new activities.	Know and follow the bus rules.

Southern Boone School District
Excellence in Learning for All

2023-2024 District-wide Student Handbook
Approved July 17, 2023



Southern Boone County R-1 School District does not discriminate on the basis of sex in its education programs or activities, including admission and employment, and that inquiries about the application of Title IX may be referred to the Title IX Coordinator or the U.S. Department of Education. Southern Boone TItle IX Coordinator: Assistant Superintendent Christy Jones/5275 West Red Tail Drive, Ashland MO 65010/573-657-2147/cjones@sbschools.us.
Please find the district's website at Sbschools.us .

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To view the entirety of Southern Boone County R-1 School District's Policies and Procedures, please visit https://bit.ly/3x3cxrS.

Building level policies, procedures and expectations will be shared with families prior to the first day of school.

Public Notice-Policies AC and ACA

(Notice of Nondiscrimination)
Policy AC-Prohibition Against Illegal Discrimination, Harassment and Retaliation and Policy ACA - Sexual Harassment Under Title IX

Most Recent Adoption/Revision Date 07/17/2023, 7/17/23

General
The Southern Boone County R-1 School District Board of Education is committed to maintaining a workplace and education 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 in its programs, activities or in employment. The board also prohibits retaliatory actions against those who report or participate in the investigation of prohibited discrimination or harassment. The Southern Boone County R-1 School District is an equal opportunity employer.

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

School Nutrition Programs
In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices and employees, and institutions participating in or administering USDA programs (including the district), are prohibited from discriminating based on race, color, national origin, sex, disability, age or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by the USDA. These programs include the National School Lunch Program, the Special Milk Program, the School

Breakfast Program and the Summer Food Service Program.

Individuals with Disabilities
The district will identify, evaluate and provide a free, appropriate education to all students with disabilities in accordance with law. Anyone who knows or believes that a child may have a disability—regardless of whether the child is currently enrolled in the Southern Boone County R-1 School District—is encouraged to contact the district's compliance officer listed below.

Anyone who, because of a disability, requires an auxiliary aid or service for effective communication or requires a modification of policies or procedures to participate in a program, service or activity should contact the compliance officer listed below as soon as possible, but no later than 48 hours before the scheduled event.

Reporting
The district's nondiscrimination policy and grievance forms are located on the district's website at https://bit.ly/SBCBOEPolicies_Procedures or at any district office.

The following compliance officer has been designated to address inquiries, questions and grievances regarding the district's nondiscrimination policies:

Assistant Superintendent
5275 West Red Tail Drive
Ashland, MO 65010
573-657-2147
cjones@sbschools.us

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

Superintendent
5275 West Red Tail Drive
Ashland, MO 65010
573-657-2147
troth@sbschools.us

Inquiries about the application of Title IX or any complaint alleging sexual harassment should be directed to the Title IX coordinator.

Assistant Superintendent
5275 West Red Tail Drive
Ashland, MO 65010
573-657-2147
cjones@sbschools.us

Inquiries may also be made to the U.S. Department of Education's Office for Civil Rights, the U.S.

Equal Employment Opportunity Commission, the Missouri Commission on Human Rights, the USDA or the U.S. Department of Justice if applicable.

Office for Civil Rights
Phone: 816-268-0550
TDD: 800-877-8339
Email: OCR.KansasCity@ed.gov

Equal Employment Opportunity Commission
Phone: 800-669-4000
TTY: 800-669-6820
Email: info@eeoc.gov

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, DC 20250-9410
Phone: 866-632-9992
Fax: 202-690-7442
TDD: 800-877-8339
Email: program.intake@usda.gov

U.S. Department of Justice
Phone: 202-514-4609
TTY: 202-514-0716
Email: AskDOJ@usdoj.gov

Missouri Commission on Human Rights
Phone: 877-781-4236
TDD: 800-735-2966
Relay Missouri: 711 or 866-735-2460
Email: mchr@labor.mo.gov

Missouri Commission on Human Rights
Phone: 877-781-4236
TDD: 800-735-2966
Relay Missouri: 711 or 866-735-2460
Email: mchr@labor.mo.gov

See also the district's Policy AC and Title IX sexual harassment policies and notices, derived from policy ACA, Sexual Harassment under Title IX in full found at https://bit.ly/3x3cxrS.

Public Notice - Policy IGBA

(Obligation to provide special education and related services to children ages 3-21)

Policy IGBA Special Education

Most Recent Adoption/Revision Date 07/17/2023

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Southern Boone County R-1 School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury,

visual impairment/blindness and young child with a developmental delay.

The Southern Boone County R-1 School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Southern Boone County R-1 School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Southern Boone County R-1 School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at Southern Boone County R-1, Central Office during school hours.

This notice will be provided in native languages as appropriate.

Please view District Policy IGBA in full, found at https://bit.ly/3x3cxrS.

Public Notice - Policies IBGCA, IGBCB and IGBH

(Programs for Homeless Students, Programs for Migratory Students, and Programs for English Learners)

Policy IGBC-Programs for Homeless Students, Policy IGBC-Programs for Migratory Students, and Policy IGBH-Programs for English Learners

Most Recent Adoption/Revision Date 8/16/21, 9/17/2018, 9/17/2018

Missouri school districts are responsible for meeting the educational needs of an increasingly diverse student population by providing a wide range of resources and support to ensure that all students have the opportunity to succeed and be college prepared and career ready. Our school district has programs designed to help meet the unique educational needs of children working to learn the English language, students who are advanced learners, students with disabilities, homeless students, the children of migratory workers, and neglected or delinquent students. For more information, please contact our district liaison for special programs.

Special Education Director
5275 West Red Tail Drive
Ashland, MO 65010
Phone: 573-657-2147; Fax: 833-284-5693

To view these policies in full, please visit https://bit.ly/3LjBMeR.

Policy KLA Concerns and Complaints Regarding Federal Programs

Most Recent Adoption/Revision Date 10/16/2017

The Southern Boone County R-I School District receives funds under the federal Elementary and Secondary Education Act (ESEA) and is required to follow federal statutes and regulations regarding the programs governed by the ESEA. If any individual or organization (person) has a complaint or is concerned that the district may be violating these laws, the Board wants the superintendent or designee to immediately investigate and address the issue. For that reason, the Board has adopted this policy to address specific allegations of violations of federal statutes and regulations governing Title I, Parts A, B, C, D; Title II; Title III; Title IV, Part A; or Title V of the ESEA.

Process

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

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

Documentation and Release of Information

The district will maintain a copy of the complaint, a written record of the investigation and documentation of any written resolution, when applicable, in accordance with law. The superintendent or designee will complete a written summary of the investigation and, if a violation has occurred, a description of how the matter was resolved. If the complaint was first filed with DESE, the written summary must be completed within 35 calendar days of the complaint being filed with DESE and must be submitted to DESE.

The summary will be released upon request when required by law. The superintendent or designee will have the district's attorney review the documents before they are released to DESE, the complainant or any other person to protect the confidentiality of legal advice.

Prohibition against Retaliation
The Board strictly prohibits discrimination or retaliation against any person for bringing a concern to the attention of the district or participating in the complaint process. This prohibition extends to relatives and others associated with the person who brought the concern or complaint. The Board directs all district employees to cooperate in investigations of complaints.

Public Notice: Policy GBL

(Title I Fund Conditions)

Policy GBL-Personnel Records

Most Recent Adoption/Revision Date 4/17/2017

Parent/Guardian Access
In accordance with federal law, at the beginning of each school year the district will notify the parents/guardians of each student attending any school receiving Title I funds that they may request information regarding whether the:

1. Student's teacher is certified to teach in the grade levels and subject areas in which the teacher provides instruction.
2. Student's teacher is teaching under emergency or other provisional certification status.
3. Students are provided services by a paraprofessional and, if so, the qualifications of the paraprofessional.

To view this policy in full, please visit https://bit.ly/39upa7v.

Policy IL-1 Assessments Program

Most Recent Adoption/Revision Date 6/22/23

(K–12 Districts)

The district will use high-quality academic assessments as one indication of the success and quality of the district's education program. Further, the board recognizes its obligation to provide for and administer assessments as required by law. The board directs the superintendent or designee to create procedures governing assessments consistent with law and board policy.

In cooperation with the administrative and instructional staff, the board will regularly review student performance data and use this information to evaluate the effectiveness of the district's instructional programs, making adjustments as necessary.

The district will comply with all assessment requirements for students with disabilities mandated by federal and state law, including the Individuals with Disabilities Education Act (IDEA).

Participation
In order to achieve the purposes of the student assessment program and comply with state and federal law, the district requires all enrolled students to participate in all applicable aspects of the district assessment program, including statewide assessments.

District Assessment Plan

The superintendent or designee shall ensure that the district has a written assessment plan that will test competency in the subject areas of English, reading, language arts, science, mathematics, social studies and civics, as required by law.

The purposes of the district wide assessment plan are to facilitate and provide information for the following:

1. *Student Achievement* – To produce information about relative student achievement so that parents/guardians, students and teachers can monitor academic progress.
2. *Student Guidance* – To serve as a tool for implementing the district's student guidance program.
3. *Instructional Change* – To provide data that will assist in the preparation of recommendations for instructional program changes to:
    - Help teachers with instructional decisions, plans and changes regarding classroom objectives and program implementation.
    - Help the professional staff formulate and recommend instructional policy.
    - Help the board of education adopt instructional policies.
4. *School and District Evaluation* – To provide indicators of the progress of the district and individual schools toward established goals.
5. *Accreditation* – To ensure the district obtains and maintains accreditation.

There shall be broad-based involvement of staff and others with appropriate expertise in the development of the assessment program and its implementation. Instructional staff will be given training and responsibilities in coordinating the program. Every effort will be made to ensure that testing contributes to the learning process rather than detracts from it and that cultural bias does not affect the accuracy of assessments.

Reading Assessment

The district will assess the reading level or reading readiness of all students enrolled in kindergarten through grade three using state-approved reading assessments at the beginning and end of each school year. The district will also assess any newly enrolled students in grades one through five. The assessment results will be used to determine the student's need and eligibility for a reading success plan.

English Proficiency Assessments

The district will annually assess the English reading, writing and oral language skills of district English Learner students in kindergarten through grade 12.

Statewide Assessments

The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the challenging academic standards set forth by the Missouri State Board of Education. The assessments will be the same for all students in the district, including those students identified as migratory or homeless, students in foster care and students with a parent/guardian who is an active duty member of the armed forces or who serves on full-time National Guard duty.

End-of-course (EOC) assessments will be administered in accordance with law and the rules of the Department of Elementary and Secondary Education (DESE). In courses where EOC

assessments are given, the superintendent will determine what percent of the course grade will be decided by performance on EOC assessments.
If a student is taking a course that requires an EOC assessment and is failing the course or for some other reason may be required to retake the course, the district may choose to delay administration of the EOC assessment until the student has completed the course the second time. A team consisting of the course instructor, the principal and a counselor will determine when delayed administration of an EOC assessment is appropriate. In the case of a student with an individualized education program (IEP), the IEP team will make the determination.

EOC examinations may be waived for:

1. Students receiving special education services whose IEP teams have determined that the MAP-A alternative is the appropriate assessment;
2. English learner students who have been in the United States 12 or fewer months at the time of administration, in some circumstances; and
3. Foreign exchange students.

The school board authorizes the superintendent to establish a process designed to encourage the students of this district to give their best efforts on each portion of any statewide assessment, which may include, but is not limited to, incentives or supplementary work as a consequence of performance.

National Assessment of Educational Progress
If chosen, the district will participate in the National Assessment of Educational Progress as required by law.

Assessments in Preparation for Postsecondary Education and Work Opportunities
The district encourages students to prepare for postsecondary education or work opportunities prior to graduating from the district. District staff will encourage students to take assessments necessary for pursuing postsecondary education, career training and employment. Such assessments may include, but are not limited to, the ACT, the ACT Plus Writing Assessment, the ACT WorkKeys assessments (WorkKeys) and the SAT. When the district determines it is economically feasible, the district may provide access to assessments at the district's expense. The superintendent or designee will work with testing companies to provide eligible students access to fee waivers and other resources so that all district students may access these assessments.

ACT/WorkKeys at State Expense
DESE may require school districts to administer the ACT as part of statewide testing requirements. When that occurs and the state funds the test, any student who would be allowed or required to participate in the ACT will have the opportunity, on any date within three months before the ACT administration, to participate in the WorkKeys at the state's expense in lieu of taking the ACT. Any student who participated in a state-funded administration of the WorkKeys shall not participate in any state-funded administration of the ACT.

ACT/WorkKeys at District Expense
Students who are required or allowed to participate in the ACT at district expense will have the opportunity, on any date within three months before the ACT administration, to participate in the WorkKeys at district expense. The district may also require the student to take the ACT.

High School Equivalency Examination
The district participates in the Missouri Option Program, a competency-based program that allows eligible students to earn a district diploma if the student passes the state high school equivalency examination.

Parental Notice
At the beginning of each school year, the district shall notify the parents/guardians of each student that the district will provide, upon request and in a timely manner, information regarding any state or district policy regarding student participation in any assessments. Such notice shall include information about state or local policies that would allow students to opt out of assessments. Missouri has no opt-out policy, and the district expects all students to participate in all district or statewide assessments.

The district shall post on the district's website and, where practicable, on the website of each school in the district for each grade level in the district, information on any assessments required by state or federal law, including any assessments required by the district. The information shall include the subject matter being assessed, the purpose for the assessment, the source of the requirement for the assessment, and where the information on the assessment is available. The information shall also include the amount of time students will spend taking the assessments, the schedule for the assessments, and the time and format for disseminating the results, when available.

If the district does not operate a website, the district shall determine how to make the information widely available, including dissemination through the media, public agencies or directly to the parents/guardians.

The district will provide parents/guardians information, if available, on the level of achievement and academic growth of the student on each of the statewide assessments in which the student participates. The district will provide the information in an understandable and uniform format and, to the extent possible, the information will be written in a language the parent/guardian can understand. If it is not practical to provide written translations to parents/guardians, the information shall be orally translated for them. Upon request by a parent/guardian with a disability, the district will provide the information in an alternate format that is accessible to the parent/guardian.

Access to Assessments by Students Not Enrolled in the District
In order to foster positive community relationships and to promote the academic progress of all students located within the district, the district may, at its discretion, allow private and home-schooled students who reside within district boundaries but who are not enrolled in the district to participate in grade-level, end-of-course or other assessments if there is no cost to the district.

Administrative Procedure KB-AP1 Public Information Program

Most Recent Adoption/Revision Date 3/13/2023

Please see the district and building accountability reports cards by visiting https://bit.ly/SBCProcedureKB_AP1.
Be sure to change the district dropdown to Southern Boone Co. R-1 (010087).

In addition to the information addressed in the district's communications plan and notices provided to district employees, the district will provide information to the public and the media as required by law, including the Missouri Sunshine Law. The following information will be provided to the public upon request or as otherwise designated:

1. Notice of all board meetings and meetings of committees created by or at the direction of the board will be posted at the district's administrative offices and on the district's website when required by law. (§ 610.020, RSMo.)
2. All written board policies, related documents and district handbooks will be available on the district's website. (§ 162.208, RSMo.)
3. A written copy of the district's discipline policy will be provided to the student and parent/guardian of every student enrolled in the district at the beginning of every school year and made available in the superintendent's office during normal business hours for inspection. (§ 160.261, RSMo.)
4. A school accountability report card for each school building in the district and the district as a whole will be produced in accordance with law and made available to the public on the district's website. The district will provide information included in the report card to parents/guardians, community members, the print and broadcast news media, and legislators by December 1 annually or as soon thereafter as the information is available to the district. The district will distribute the information in substantive official communications such as student report cards. The district will make reasonable efforts to supply copies of the reports or other information regarding the reports to businesses such as real estate and employment firms, so that parents/guardians and businesses from outside the district that may be contemplating relocation have access to this information. (20 U.S.C. § 6311, § 160.522, RSMo.)
5. The district's policy on student participation in statewide assessments will be distributed to each student and parents/guardians of minor students at the beginning of each year. A copy will also be maintained in the district office for public viewing during business hours. At the beginning of each school year, the district shall notify the parents/guardians of each student that the district will provide, upon request and in a timely manner, information regarding any state or district policy regarding student participation in any assessments. The notice will include information on whether a parent/guardian can opt a student out of an assessment and, if so, the procedure for doing so. (20 U.S.C. § 6312, § 160.570, RSMo.)
6. The district shall post on the district's website and, where practicable, on the website of each district school, information on any assessments required by state or federal law, including any assessments required by the district. The information shall include the subject matter being assessed, the purpose for the assessment, the source of the requirement for the assessment, and where the information on the assessment is

available. The information shall also include the amount of time students will spend taking the assessments, the schedule for the assessments, and the time and format for disseminating the results, when such information is available. (20 U.S.C. § 6312)

7. Information, presented in terms understandable to a layperson, on the methods and materials used to teach reading in kindergarten through fourth grade will be available in the district's administrative offices. (§ 167.645, RSMo.)
8. Information, presented in a way that does not permit personal identification of any student or educational personnel, on the number and percentage of students receiving remediation because they have not met reading standards on the state-mandated reading assessment will be available in the district's administrative offices. (§ 167.645, RSMo.)
9. All human sexuality curriculum materials will be available to the public at the district's administrative offices. Parents/Guardians will be notified regarding the basic content of sexuality instruction and of their right to remove the student from any aspect of the program. (§ 170.015, RSMo.)
10. Notification that the district does not tolerate illegal discrimination or harassment and information about the procedures for filing a harassment or discrimination complaint will be posted in all buildings and included in district publications in addition to being available in the district's administrative offices. (34 C.F.R. § 104.8, 106.8, 106.9; OCR Guidance)
11. Information regarding schools identified as persistently dangerous under federal law and an explanation of any options that parents/guardians have as a result of the designation will be available in the district's administrative offices. (Federal Guidance)
12. Information on the district's obligations under the Individuals with Disabilities Education Act (IDEA) will be provided to the public by conducting the following activities prior to November 1 each year:
    - Publish one public notice on the district's website that describes the school district's responsibility to provide special education and related services to children ages 3 to 21. The notice must also describe the district's responsibility to refer infants and toddlers suspected of having a disability to the state early intervention system.
    - Air one public notice on local radio and/or television stations during general viewing/listening hours that describes the school district's responsibility to provide special education and related services to children ages 3 to 21.
    - Place posters/notices in all administrative offices of each building operated by the school district that describe the district's responsibility to provide special education and related services to children ages 3 to 21.
    - Provide written information through general distribution to the parents/guardians of students enrolled in the school district that describes the school district's responsibility to provide special education and related services to children ages 3 to 21. (State Plan for Special Education)
13. The district will provide information about the state children's health insurance program,

MO HealthNet for Kids (MHK), to parents/guardians enrolling students in the district. If a parent/guardian indicates on an application for free and reduced-price meals that a child does not have health insurance, the district will notify the parent/guardian that the MHK program is available, if household income is within eligibility standards. (§ 208.658, RSMo.)

14. The district will distribute information about the district's nutrition program, including breakfast, lunch and snack programs administered pursuant to the National School Lunch Program. Information about the School Breakfast Program must be distributed just prior to or at the beginning of the school year. In addition, schools are encouraged to send reminders regarding the availability of the School Breakfast Program multiple times throughout the school year. (7 C.F.R. § 210.12)
    The district will publicly announce the eligibility criteria for free and reduced-price meals to each parent/guardian at the beginning of each school year or within ten days after the state notifies the district of the approved eligibility criteria if such notice is received after the beginning of the school year. Any subsequent changes in a school's eligibility criteria during the school year shall be publicly announced in the same manner as the original criteria were announced. The announcement will be made in the following manner:
    - Except in situations where students are directly certified for the program, on or about the beginning of each school year, the district will distribute a free and reduced-price meals application and a letter or notice explaining the eligibility criteria for the Free and Reduced-Price Meals Program and other details of the program to the parents/guardians of all children in attendance at the school.
    - On or about the beginning of each school year, the district will provide a public release containing the same information supplied to parents/guardians, including free and reduced-price meals eligibility criteria, to the informational media, the local unemployment office and any major employers contemplating large layoffs in the area. Copies of the public release shall be made available upon request in the district's administrative offices to any interested persons. (7 C.F.R. § 245.5)
15. The district will cooperate with Summer Food Service Program (SFSP) sponsors in the area, if any, to distribute materials informing families of the availability and location of free SFSP meals for students when school is not in session. (7 C.F.R. § 210.12)
16. The district will provide written notice of the district's procedure on unpaid meal charges to each household in the district at the beginning of each school year and maintain a copy of the procedure on the district's website. In addition, a copy of the procedure will be provided to households of students who transfer into the district during the school year. (Federal Guidance)
17. The district will annually distribute information about concussions and brain injuries to each student participating in district athletic activities. Parents/Guardians must submit a signed acknowledgment of having received the information before the student will be allowed to participate. (§ 167.765, RSMo.)
18. The district will annually notify parents/guardians and eligible students of their rights

under the Family Educational Rights and Privacy Act (FERPA). The district will also provide:

- Notice of the categories of information the district has designated as public directory information. (34 C.F.R. §§ 99.7, 99.37)
- Notice to parents/guardians of secondary school students of the district's obligation to release the names, addresses and telephone listings of secondary school students to representatives from institutions of higher education and military recruiters. Parents/Guardians and secondary school students who are at least 18 may submit a written request not to release the information without prior written consent of the parent/guardian or student. (20 U.S.C. § 7908)

19. The district will provide notice to parents/guardians and students at the beginning of every school year, and within a reasonable time after any substantive change to the district's policies, detailing the following:
    - No student, without prior parental consent, or the consent of the student if the student is an adult or an emancipated minor, shall be required as part of any federally funded program to submit to a survey, analysis or evaluation that reveals the political affiliations or beliefs of the student or student's parent/guardian; mental or psychological problems of the student or student's family; sex behavior and attitudes; illegal, antisocial, self-incriminating and demeaning behavior; critical appraisals of other individuals with whom there is a close family relationship; legally recognized privileges; income, unless required to determine eligibility for financial aid or participation in a program; or religious practices, affiliations or beliefs of the student or the student's parent/guardian.
    - Prior notice of a survey the district administers on any of the above subjects, even if they are not federally funded, and information on how parents/guardians can opt their students out of the survey upon request.
    - The right of a parent/guardian to inspect surveys before they are given and instructional material upon request, and the procedures for doing so. (20 U.S.C. § 1232h)
20. At the beginning of every school year, and within a reasonable time after any substantive change in the district's policies, the district will notify parents/guardians of the specific or approximate dates on which any nonemergency invasive physical examination or screening will be performed that is required as a condition of attendance, administered by the school, scheduled in advance, not necessary to protect the immediate health or safety of the student and that exposes private body parts or includes incision, insertion or injection into the body. The notice need not include hearing, vision or scoliosis screenings. The notice will offer an opportunity for the parents/guardians or a student of appropriate age to opt out of the activity. Currently the district does not conduct such examinations, and there are no plans to initiate them in the future. (20 U.S.C. § 1232h)
21. At the beginning of every school year, and within a reasonable time after any substantive change in the district's policies, the district will notify parents/guardians of the specific or

approximate dates on which personal information about students will be collected, disclosed or used if that information will be used for marketing or selling or otherwise provided to others for that purpose. The notice will offer an opportunity for the parents/guardians or a student of appropriate age to opt out of the activity. (20 U.S.C. § 1232h)

22. The district will inform students or their parents/guardians about asbestos inspections, reinspections, surveillance, response actions and post-response action activities at least once a year. (40 C.F.R. § 763.84)
23. At the beginning of each school year the district will distribute earthquake information prepared by the Federal Emergency Management Agency (FEMA), the State Emergency Management Agency (SEMA) or by other agencies that are experts in the area of earthquake safety. (§ 160.455, RSMo.)
24. The district will provide current, accurate and complete information to each new employee regarding eligibility for public service loan forgiveness. The notice will be provided within ten days following the start of employment. (§ 105.1445, RSMo.)
25. The district will notify parents/guardians at the time of initial enrollment of their student in district-sponsored preschools, daycare centers or nursery schools that they may request notice from the district as to whether any students currently enrolled in or attending the facility have an immunization exemption on file with the district. (§ 210.003, RSMo.)
26. The district will post in a public area of each school and in all student restrooms a sign that contains the toll-free child abuse and neglect hotline number established by the Children's Division of the Department of Social Services. The text of the signs will be in both English and Spanish, be on a poster at least 11 x 17 inches, contain large print and be placed at eye level to the student. (§ 160.975, RSMo.)
27. The district will provide the address of the Department of Elementary and Secondary Education's (DESE) website on the Trauma-Informed Schools Initiative to parents/guardians before October 1 of each school year. (§ 161.1050, RSMo.)
28. The district will provide annual notice to students, parents/guardians and staff of policy JFCF, Bullying. (§ 160.775, RSMo.)
29. At the beginning of each school year, the district will notify parents/guardians with students attending a school that receives Title I funds that they may request information regarding whether the student's teacher is certified to teach in the grade levels and subject areas in which the teacher provides instruction; whether the student's teacher is teaching under emergency or other provisional certification status; and whether the student is provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. (20 U.S.C. § 6312)
30. In accordance with federal law, if a student attends a school that receives Title I funds and has been assigned to or taught for four or more consecutive weeks by a teacher who is not certified at the grade level and subject area in which the teacher provides instruction, the district will provide timely notification to the student's parents/guardians. (20 U.S.C. § 6312)

31. If the district receives a grant or subgrant from the U.S. Department of Education (ED) under the Elementary and Secondary Education Act of 1965, the district will display in a public place the hotline contact information for the Office of Inspector General of the ED, so that any individual who observes, detects or suspects improper use of taxpayer funds can easily report such improper use. (20 U.S.C. § 7933)
32. The district will disseminate notice of the rights of homeless children and youth in locations frequented by parents/guardians of such children and youth, and unaccompanied youth, including schools, shelters, public libraries and soup kitchens. (42 U.S.C. § 11431)
33. The district will use parent handbooks, registration documents and the homepage of the district's website to inform parents/guardians of their child's right to participate in the Missouri Course Access Program (MOCAP). (§ 161.670, RSMo.)
34. The district will prominently post a copy of § 105.055, RSMo., the state "whistleblower" statute, in locations where it can reasonably be expected to come to the attention of all employees. (§ 105.055, RSMo.)
35. The district will develop, maintain and make publicly available on the district's website a searchable expenditure and revenue document or database detailing actual income, expenditures and disbursements for the current calendar or fiscal year. The district shall update the information at least quarterly, and the data shall be archived, accessible and searchable for a minimum of ten years. (§ 160.066, RSMo.)
36. If the district provides information on immunizations, infectious diseases, medications or other school health issues to parents/guardians of K–12 students, the district will also provide parents/guardians of K–12 students influenza and influenza vaccination information that is identical or similar to that produced by the Centers for Disease Control and Prevention. (§ 167.637, RSMo.)
37. Prior to November 1 of each year, each high school in the district will provide its students with information concerning occupations that have a critical need or shortage of trained personnel as provided by the State Board of Education. (§ 167.902, RSMo.) https://dese.mo.gov/college-career-readiness/school-counseling/legislation
38. The district will notify the parents/guardians of students who are planning to use a computer science class as a math credit that some institutions of higher education will still require four math credits for admission. Parents/Guardians must sign and submit a written statement acknowledging that taking a computer science course to fulfill a unit of academic credit in math may have an adverse effect on college admissions. (§ 170.018, RSMo.)
39. The district will notify parents/guardians of the content of the district's trauma-informed, developmentally appropriate sexual abuse training for students. Such notice must be provided prior to instruction and will include notice that parents/guardians may excuse their student from training by submitting a written request. (§ 170.045, RSMo.)

40. If the district or any school in the district is determined to be in the bottom five percent on

the annual performance report (APR) submitted to DESE, the superintendent or designee will mail a letter to the parents/guardians of students in the district or school. The letter will inform parents/guardians that the district or school has been determined to be in the bottom five percent based on the APR and that options are available to impacted students. In addition, the district will display APR data provided by DESE at each attendance center and in a clear and easily accessible manner on the district website and as part of the annual school accountability report card.

Administrative Procedure EF-AP(1) Food Services (Free/Reduced)

Most Recent Adoption/Revision Date 03/15/2021

Unless meals are provided at no charge, the district expects students and employees to pay for meals prior to or at the time of receipt. The ability to charge meals is a privilege, not a right, and is subject to the limitations established in this procedure.

Notice

At the beginning of each school year, a copy of this procedure will be provided to every parent/guardian in the district as required by law. In addition, a copy of this procedure, along with information about free and reduced-price school meals, will be provided to the parents/guardians of all students who enroll after the beginning of the school year.

A copy of this procedure will also be provided to all building administrators, staff responsible for collecting payment for meals at the point of service, staff involved with notifying parents/guardians about account balances, school social workers, nurses, counselors, the district liaison for homeless children and youths, and any other staff who regularly assist students in need. A copy of this procedure will also be posted on the district's website, and information about charging meals will be included in the student handbook.

The ability to charge meals is a privilege, not a right, and is subject to the limitations established in administrative procedures. Students in good standing, as defined in policy IKFB, are eligible to participate in the annual park day celebrations at the primary and elementary buildings, eighth grade advancement at the middle school, and graduation at the high school. Parents of students who are not in good standing will not be able to attend annual park day celebrations at the primary and elementary buildings, eighth grade advancement at the middle school, and graduation at the high school. Parents and guardians who have students with meal balances in excess of $500 may be taken to collections or small claims court. Parents with approved payment plans are exempted from punitive action.

Students

1. A student who has $10 or more in unpaid meal charges may not charge à la carte items.
2. A student will not be denied a reimbursable meal, even if the student has past due charges.
3. Students will not be identified, singled out, shamed or punished by the district for the failure of their parents/guardians to pay for or provide meals, and the district

will not withhold student records in violation of law.

Alternative Meals

If the district's meal service line is designed to collect payment prior to students receiving food, a student who has accumulated $50 or more in meal charges and is still unable to pay for meals may be provided an alternative meal. Alternative meals may be on the regular serving line and will be available to all students as an alternative to the regular meal. If a student has been provided a regular meal, that meal will not be taken away from the student even if the student should have been provided an alternative meal due to unpaid meal charges.

Interventions

After a student accumulates $50 or more in meal charges, the district will encourage the parents/guardians to submit an application for free and reduced-price meals if an application has not been recently submitted, and the family will be referred to an administrator for intervention. The administrator will:

1. Contact the parent to assess the extent possible whether the student or the student's family is experiencing hardships, barriers or other circumstances with which school personnel could assist.
2. Make repeated attempts to contact the parents/guardians to notify them of the lunch charges and resolve the situation.
3. Encourage the parents/guardians to submit the free and reduced-price meals application and inquire about any assistance that might be needed to complete the application.
4. Provide other resources as applicable

District employees are mandated by the state of Missouri to report any instances of suspected abuse or neglect to the Children's Division (CD) of the Department of Social Services. District personnel will report to the CD any instance where a student's arrival at school with no provision for food leads to a reasonable cause to suspect neglect.

Working with Parents/Guardians

To ensure that parents/guardians have ample opportunity to resolve situations involving unpaid meal charges, the district will:

1. Provide timely notification to parents/guardians when account balances run low (when applicable) and each time their student charges a meal.
2. Invoice parents/guardians for unpaid meal charges during the district's monthly billing cycle, in addition to providing notification of outstanding balances by other means.
3. Work with parents/guardians to create a payment plan that allows for the payment of accumulated balances over time.

Debt Collection

Delinquent Debt

Unpaid meal charges will be considered a delinquent debt 90 days after notice that charges are due when no payment or payment plan agreement has been made. Unpaid charges will be considered delinquent as long as the district determines the debt is collectible and efforts to

collect the debt are ongoing. The district will make reasonable efforts to collect delinquent debt, including turning over unpaid meal charge balances to a collection agency when the superintendent or designee determines such action is in the best interest of the district. The district's Nonprofit School Food Services Account (NSFSA) funds may be used to cover the costs of reasonable efforts to collect delinquent debt, including costs associated with using a collection agency.

Bad Debt

When the district determines that collection of delinquent debt is impossible or too costly, the debt will be reclassified as bad debt. Bad debt is debt that will be written off as an operating cost. These costs must be restored using non-federal funds. NSFSA resources may not be used to cover any costs related to bad debt. Instead, local funds will be used to cover the costs. Local funds include:

1. State revenue matching funds in excess of state revenue matching-fund requirements.
2. State and local funds provided to cover the cost of student meals.
3. Local contributions from organizations or individuals.
4. Revenue from adult meals prepared using resources outside the district's food service and not funded by the NSFSA.
5. Revenue from the sale of à la carte items and profits from foods not purchased with NSFSA funds and funded by an account separate from the NSFSA.
6. Revenues from catering or contracting services that operate from an account separate from the NSFSA.

Records

The district will maintain detailed records pertaining to delinquent and bad debt, including:

1. Evidence of efforts to collect unpaid meal charges.
2. Evidence that collection efforts fell within the time frame and methods established by this procedure.
3. Financial records showing when delinquent debt became bad debt.
4. Evidence that funds written off as bad debt were restored to the NSFSA from nonfederal sources.

Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices and employees, and institutions participating in or administering USDA programs (including the district), are prohibited from discriminating based on race, color, national origin, sex, disability, age or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by the USDA.

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

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) found online at https://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office, or write a letter addressed to the USDA and provide in the letter all the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to the USDA by: 1-Mail:U.S. Department of Agriculture/Office of the Assistant Secretary for Civil Rights/1400 Independence Avenue, SW/Washington, DC 20250-9410; 2.Fax: 202-690-7442; or 3. E-mail: program.intake@usda.gov.

This institution is an equal opportunity provider.

Policy EFB Meal Prices and Charges

Most Recent Adoption/Revision Date 6/23/2014

School officials will determine student eligibility for free and reduced-price meals, snacks and milk in accordance with state and federal law. Eligible students will be provided meals, snacks and milk either free or at a reduced price if state and federal resources for school food programs are available. The superintendent or designee may establish rules and procedures as needed to accomplish this goal.

The criteria for determining a student's need and the procedures for securing free and reduced-price meals, snacks and milk for the student will be outlined and published each year by the district in accordance with law. The criteria and procedures are established at the state and federal level.

The district will establish a school breakfast program or will adopt a resolution requesting a waiver excusing the district from this requirement, in accordance with law. The resolution, if adopted, will be filed with the Missouri Department of Elementary and Secondary Education.

The students who participate in the free or reduced-price meals, snacks or milk program will not be overtly identified, distinguished or served differently than other students and will have the same choice of meals, snacks or milk as other students. The district may charge all students for à la carte menu items. No person other than employees and contracted food service personnel responsible for the administration of the free and reduced-price meals program will have access to information:

1. Obtained from an application for free or reduced-price meals.
2. Received for the purpose of direct verification.
3. Pertaining to eligibility status for free or reduced-price meals, snacks or milk, unless specifically authorized by law.

The superintendent or designee will investigate whether the district can continue to provide meals to students receiving free and reduced-price meals when schools are closed for an extended period due to an emergency or health crisis. The superintendent or designee will determine whether such a program is practically and financially feasible by consulting with:

1. Food service personnel regarding purchasing and supplies.
2. Facilities staff to determine storage options.
3. Local emergency planners to develop a preparation and delivery system.

See “Eligibility Criteria for Free anReduced Price Meals” at
https://dese.mo.gov/financial-admin-services/food-nutrition-services/free-and-reduced-price-information

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Policy ADF District Wellness Program

Most Recent Adoption/Revision Date 6/22/2017

The Board recognizes the relationship between student well-being and student achievement as well as the importance of a comprehensive district wellness program. Therefore, the district will provide developmentally appropriate and sequential nutrition and physical education as well as opportunities for physical activity. The wellness program will be implemented in a multidisciplinary fashion and will be evidence based.

Wellness Committee

The district will establish a wellness committee that consists of at least one parent, student, nurse or other school health professional, physical education teacher, school food service representative, Board member, school administrator, member of the public, and other community members as appropriate. If available, a qualified, credentialed nutrition professional will be a member of the wellness committee.

Committee meeting dates and agendas will be posted on the district's website in advance of each meeting and advertised in a manner designed to reach students, staff and members of the community. All wellness committee meeting agendas will include a public comment period in which students, staff and members of the community are encouraged to provide input on the district's wellness program. Meetings, records and votes of the wellness committee will adhere to the requirements of the Missouri Sunshine Law.

Wellness Program Coordinators

The Board designates the assistant superintendent as wellness program coordinator. Only employees of the district who are members of the wellness committee may serve as wellness program coordinators. Wellness coordinators, in consultation with the wellness committee, will be in charge of implementation and evaluation of this policy.

Wellness program coordinators are responsible for ensuring that each school in the district is in compliance with this policy.

Nutrition Guidelines

The nutrition guidelines outlined in this section do not apply to food or beverages brought from home by students for consumption solely by the student or food or beverages created or used by students as part of the district's instructional program.

It is the policy of the Southern Boone County R-I School District that all foods and beverages sold to students during the school day on any property under the jurisdiction of the district will meet the U.S. Department of Agriculture (USDA) school meal and Smart Snacks in School (Smart Snacks) nutrition standards. These nutrition standards apply to all food and beverages sold to students, including those sold in vending machines, school stores and through district-sponsored fundraisers, unless an exemption applies. In addition, the Smart Snacks standards apply to all food and beverages provided, but not sold, to students outside the reimbursable school meals

program during the school day. For the purposes of this policy, the school day is the time period from the midnight before to 30 minutes after the official school day.

Nutrition Promotion and Education
The district will provide nutrition education aligned with the Missouri Learning Standards and Grade-Level Expectations (GLEs) in health and physical education in all grades. In addition, the district will disseminate nutrition messages and other nutrition-related materials received from the USDA to students, staff and the community through a variety of media and methods. The wellness program coordinators, in consultation with the wellness committee, will develop procedures that address nutrition education and promotion.

Physical Activity and Education
The district will provide physical education and opportunities for physical activity aligned with the Missouri Learning Standards and GLEs in health and physical education in all grades. The wellness program coordinators, in consultation with the wellness committee, will develop procedures that address physical education and physical activity.

Other School-Based Activities
The wellness program coordinators, in consultation with the wellness committee, are charged with developing procedures addressing other school-based activities to promote wellness.

Assessment
The local wellness program will be assessed at least once every three years. The assessment will measure the district's level of compliance with implementing the local wellness program, including compliance levels in each of the district's schools; the extent to which the district's policy compares to model wellness policies; and a description of the progress made in attaining the goals of the program. Wellness program coordinators will report the results of assessments to the Board, and the results of each assessment will be made available to the public on the district's website and by other appropriate means. The wellness program coordinators will make recommendations for modifications to the wellness policy in accordance with these assessments, and the Board will revise the wellness policy as it deems necessary based on these recommendations. Administrative procedures will be revised accordingly.

Records
The wellness program coordinators will maintain records necessary to document compliance with law, including a copy of the policy; documentation of community involvement, including sign-in sheets or other documentation of the names of those who provided input to the committee; documentation of triennial assessments; and documentation that assessment findings were shared with the public.

Administrative Procedure ADF-AP1 District Wellness Program

(K-12 Districts)
Most Recent Adoption/Revision Date 06/22/2017

Nutrition Guidelines
The district is committed to ensuring that all foods and beverages sold, provided or made available to students on school campuses during the school day support healthy eating and

create an environment that reinforces the development of healthy eating habits. For that reason, and as required by law, the district has set the following nutrition standards for its meal programs, competitive foods and beverages sold outside the meal programs, and other foods and beverages provided or made available to students during the school day.
For the purposes of this procedure, the school day is the time period from the midnight before to 30 minutes after the official school day. These meal standards do not apply to food sold at other times, such as evening or weekend events.

Nutrition Standards for Meal Programs
The food sold to students as part of the district's meal programs will meet the requirements of the U.S. Department of Agriculture (USDA).

Nutrition Standards for Competitive Foods and Beverages
The foods and beverages sold and served during the school day outside the reimbursable school meal programs (competitive foods and beverages) will meet or exceed the USDA Smart Snacks in School (Smart Snacks) nutrition standards. These standards will apply in all locations any time foods and beverages are sold to students during the school day, which includes, but is not limited to, foods and beverages sold in vending machines, school stores, and snack or food carts; à la carte options in cafeterias; and food and beverages sold through district-sponsored fundraising, including fundraising by student-initiated groups, unless an exemption applies, as described below.

Fundraising Exemption to Nutrition Guidelines
Unless otherwise prohibited by Board policies or limitations on marketing, the following are exemptions to the rule requiring that foods sold as fundraisers meet USDA standards:

1. Foods sold off campus, outside the school day or to nonstudents do not have to meet the USDA standards.
2. Foods that do not meet USDA standards and are not intended for consumption at school may be delivered during the school day, and order forms for such food may be distributed during the school day, to the extent that these activities otherwise complies with district policies and procedures.
3. Each school building within the district may hold up to five one-day fundraisers per school year on district property during the school day that involve the sale of foods that do not meet USDA standards.

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

Water
Students will have access to safe and unflavored drinking water throughout the school day in every district facility used by students. Free, safe and unflavored drinking water will be available to students during mealtimes in the places where meals are served.

To view this policy in full, please visit https://bit.ly/3wYXQq3.

Dyslexia Screening

Pursuant to § 167.950. RSMo., the district will conduct dyslexia screenings of each student who is experiencing consistent difficulty in the areas of weakness that are typically associated with dyslexia as determined by the classroom teacher or as requested by the student's parent/guardian. The dyslexia screening will consist of a short test(s) conducted by a teacher or school counselor to determine whether a student likely has dyslexia characteristics or a related disorder in which a positive result does not represent a medical diagnosis but indicates that the student could benefit from approved support. Exemptions to the requirements outlined in this section include if the student has an existing diagnosis of dyslexia, the student has a sensory impairment (visual/auditory), the student has severe intellectual disabilities, or the student is an English Learner where tools or staffing related to administration and/or interpretation in native language is unavailable.

MO HealthNet for Kids Program

The district will provide information about the state children's health insurance program, MO HealthNet for Kids (MHK), to parents/guardians enrolling students in the district. If a parent/guardian indicates on an application for free and reduced-price meals that a child does not have health insurance, the district will notify the parent/guardian that the MHK program is available, if household income is within eligibility standards. (§ 208.658, RSMo.)

See http://www.benefits.gov/benefits/benefits-details/1606 for more information.

Policy JO-1 Family Educational Rights and Privacy Act (FERPA)

Most Recent Adoption/Revision Date 5/18/2020

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, develop appropriate procedures for maintaining student records, and standardize procedures for the collection and transmission 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 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 unless a court order, statute or legally binding document prohibits such access. 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.

- Students in PreK through fifth grade – Student's name; grade level; participation in school-based activities and sports; degrees, honors and awards received; artwork or coursework displayed by the district; and photographs, videotapes, digital images and

recorded sound unless such records would be considered harmful or an invasion of privacy.

► Sixth grade through twelfth grade students – Student's name; parent's name; grade level; participation in school-based activities and sports; weight and height of members of athletic teams; athletic performance data; degrees, honors and awards received; artwork or coursework displayed by the district; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

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. However, if a parent, or a secondary school student who is at least 18, submits a written request, the district will not release the information without first obtaining written consent from the parent or the student. The district will notify parents, and secondary school students who are at least 18, that they may opt out of these disclosures.

Volunteer Access

District staff will not allow volunteers to access student records unless the volunteer has completed a criminal background check and the district has determined that the volunteer should have access. A volunteer who has completed a criminal background check may access student education records only under the supervision of staff members and when necessary to assist the district.

Records Retention

The district shall retain all student records in accordance with applicable federal and state law, as well as the current version of the Missouri Secretary of State's Public School Records Retention Schedule and General Records Retention Schedule.

Administrative Procedure JO-AP1 Student Records

Most Recent Adoption/Revision Date 11/14/2005

Definitions

For the purposes of this procedure, the following terms are defined:

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

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.

Education Record – A record that is directly related to a personally identifiable student and that is maintained by the school district or an agent acting on behalf of the school district. An education record may include information that is handwritten, in print or recorded using digital, electronic or other means and includes biometric records such as fingerprints. Education records do not include:

1. Records kept in the sole possession of the maker of the record, used only as a personal memory aid and not accessible or revealed to any other person except a temporary substitute for the maker of the record.
2. Records created and maintained by the school district law enforcement unit for law enforcement purposes.
3. An employment record that relates exclusively to an individual in his or her capacity as an employee of the school district and that is not available for use for any other purpose.
4. Records that contain information about a student after he or she is no longer in attendance at the district and that are not directly related to the person's attendance as a student, such as alumni records.
5. Grades on peer-graded papers before they are collected and recorded by a teacher.

Directory Information – Information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed. The school district defines directory information in policy JO.

Health Records – Any record relating to a student's health or disability including, but not limited to: doctor's orders, doctor's notes, medical evaluations, medical diagnoses, information regarding medications, Section 504 plans, individualized education programs (IEP) and individualized health plans (IHP). A health record is a type of education record.

School Official – A person who has a legitimate educational interest and who meets one of the following criteria:

1. A person employed by the district as an administrator, supervisor, instructor or support staff member, including health or medical staff.

2. A School Board member of the Southern Boone County R-I School District.
3. A person paid by the district to perform a special task that requires access to student records, such as an attorney, auditor, medical consultant or therapist.
4. Members of the school district's law enforcement unit in accordance with federal guidance.
5. A person serving on an official committee, such as a disciplinary committee, a care team, a threat-assessment team or grievance committee, or who is assisting another school official in performing his or her tasks.
6. A contractor, consultant, volunteer or other party performing services on behalf of the district if 1) the service would have otherwise been performed by district employees, 2) the person or party is under the direct control of the district regarding the use and maintenance of education records, and 3) the person or party agrees to follow confidentiality laws regarding the redisclosure of information. In accordance with law, volunteers must have successfully completed a background check to have access to student records.

Legitimate Educational Interest – A school official has a legitimate educational interest if the official is:

1. Performing a task that is specified in his or her position description or by a contract.
2. Performing a task related to a student's education in accordance with the school official's position.
3. Performing a task related to the discipline of a student in accordance with the school official's position.
4. Providing a service or benefit relating to the student or student's family, such as healthcare, counseling, job placement or financial aid.
5. Maintaining the safety and security of the campus.
6. Under the direct supervision of a staff member and, with authorization from the district, assisting a staff member in performing his or her job.

Education Records

A. General

1. Education records shall be retained according to the guidelines set forth in the retention schedules developed by the Office of the Missouri Secretary of State. The district will not destroy an education record if there is an outstanding request by a parent or eligible student to review the record.
2. Teacher and staff comments on education records will be professional and for the limited purpose of serving the student.
3. Parents and/or students may refuse to disclose a student's Social Security number to the district unless required by law.
4. Pursuant to state law, the permanent record of a student reading below the fifth-grade reading level at the end of his or her sixth-grade year shall carry a notation advising that such student has not met minimal reading standards. The notation shall stay on the student's record until such time as the district determines that the student has met minimal reading standards.
5. It is the responsibility of the principal and the professional staff of the school to see that such records are kept secure and confidential and are utilized in accordance with the law.

B. Review of Education Records by Parents or Eligible Students

1. Education records shall be open for inspection by parents and eligible students. Both parents have access to their child's school records until and unless a court order , statute or legally binding document limits or revokes these rights. Therefore, a copy of any applicable court order or other legal document must be filed with the school principal in order to demonstrate to the district that a parent's access rights are limited or denied. If a school employee has good reason to believe, based on personal knowledge or information from a reliable source, that a parent's access rights have been limited by a court order or other document that is not on file with the district, the employee may delay that parent's access for a reasonable amount of time, but no longer than three business days, in order to verify whether such an order has been issued or such a document exists. If no such order or document is found, the parent's request will be granted.
2. The parents or the eligible student should submit to the school principal a written request that identifies as precisely as possible the record or records they wish to inspect. The principal (or appropriate school official) will make the needed arrangements for access as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. Access must be given as soon as possible, but within three business days. However, the period for document production may exceed three days for reasonable cause.
3. If a parent or eligible student requests an education record that contains information on more than one identifiable student, the district will not disclose the record unless the district is able to effectively redact information pertaining to the other student(s), all parents or eligible students consent to the disclosure in writing, or the law otherwise allows for the disclosure.
4. If a parent or eligible student believes the education records related to the student contain information that is inaccurate, misleading or in violation of the student's privacy, the parent or eligible student may ask the district to amend the record by following the appeals process outlined in this procedure.

C. Transfer of Education Records

1. The district will respond to a request for records from another school district enrolling a student within five business days of receiving the request. However, if the student’s record has been marked pursuant to notification by the Missouri State Highway Patrol that the student has been classified as a missing child, the record shall not be forwarded to the requesting district, and the district will notify the missing persons unit of the Missouri State Highway Patrol of the record request.
2. Upon notification that a student has transferred to any other school district, the district will forward to the superintendent of the new district any written notification the Southern Boone County R-I School District has received from a juvenile officer, sheriff, chief of police or other appropriate law enforcement authority that a petition has been filed in juvenile court alleging that the student has committed an offense listed in § 167.115.1, RSMo., and the notification of disposition of such case.

D. Annual Notification of Rights to Parents and Students

1. The district shall annually notify eligible students currently in attendance and

parents of students currently in attendance of their rights under the Family Educational Rights and Privacy Act (FERPA) and FERPA regulation by publication in the student handbook(s) or by distributing notification to the parents and eligible students at the beginning of the school year.

2. The district shall annually notify eligible students currently in attendance and parents of students currently in attendance of the directory information the district will release without written permission.
3. The district shall notify parents, and secondary school students who are at least 18, that the district is required to release the student's name, address and telephone listing to military recruiters and institutions of higher education upon request. The district will also notify parents, and secondary school students who are at least 18, that they may request in writing that the district not release this information, and the district will comply with the request.
4. The district will notify parents at least annually of its policy on the collection, disclosure or use of personal information collected from students for the purposes of marketing or for selling or otherwise providing that information to others for a marketing purpose, including arrangements to protect student privacy that are provided by the district in the event of such collection, disclosure or use (see policies JHDA and KI). Parents will be directly notified annually at the beginning of the school year of the specific or approximate dates during the school year when such collection, disclosure or use of personal information is scheduled or expected to be scheduled. The district will also offer an opportunity for the parent or eligible student to opt the student out of participation in any such activity.

E. Annual Notification of Directory Information

1. The district shall annually notify parents and eligible students of the directory information the district will release without written consent. Parents or eligible students will have ten school days after the annual public notice to provide notice in writing to the school district that they choose to not have this information released. Unless notified to the contrary in writing within the ten-school-day period, the school district may disclose any of those items designated as directory information without the parent's or eligible student's prior written consent, including in print and electronic publications of the school district.
2. Even if parents or eligible students notify the district in writing that they do not want directory information disclosed, the district may still disclose the information if required or allowed to do so by law. For example, the district may require students to disclose their names, identifiers or district email addresses in classes in which they are enrolled, or students may be required to wear, publicly display or disclose a student identification card or badge that exhibits information that is designated as directory information.
3. Directory information is considered a "public record" that must be released by the district to any person who requests it under the Missouri Sunshine Law.

F. Release of Education Records

Disclosure of information from a student's education records will be made only with the written consent of the parent or eligible student, subject to the following exceptions. The district may disclose education record information without consent in accordance with

law, including when the disclosure is:

1. To school officials who have a legitimate educational interest in the records.
2. To officials of another school in which a student is enrolled or seeks or intends to enroll as long as the disclosure is for purposes related to the enrollment or transfer.
3. Directory information. If the district annually notifies parents and eligible students that directory information may be released without prior written consent and gives parents and eligible students the opportunity to notify the district in writing that they do not want the information released, the district may release directory information without prior consent.
4. To military recruiters or institutions of higher education that have requested the names, addresses and telephone listings of secondary school students. However, if a parent, or a secondary school student who is at least 18, submits a written request, the district will not release the information without first obtaining written consent from the parent or the student.
5. To organizations conducting studies for or on behalf of the district or other educational agencies or institutions to develop, validate or administer predictive tests, administer student aid programs or improve instruction if the legal requirements for disclosure are met.
6. To state and local authorities, when allowed by state statute, 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 may be required to certify in writing that the information will not be disclosed to any other party except as allowed by law or with the written consent of the parent.
7. To accrediting organizations to carry out their accrediting functions.
8. To parents of a dependent student, as defined in section 152 of the Internal Revenue Code of 1986.
9. To parents of a student who is not an eligible student unless a court order, statute or legally binding document relating to divorce, separation or custody prohibits the release of the record.
10. To the student.
11. To comply with a judicial order or a lawfully issued subpoena. Unless otherwise ordered, and except in cases where a parent is a party to a court proceeding involving child abuse or neglect or dependency matters and the order or subpoena is issued in the context of that proceeding, the district will make a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent or student may seek protective action.
12. In connection with a student's request for or receipt of financial aid to determine the eligibility, amount or conditions of the financial aid or to enforce the terms and conditions of the aid.
13. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the United States Department of Education or state and local education authorities in connection with an audit or evaluation of federally or state-supported education programs or for the enforcement of or compliance with federal legal requirements relating to these programs.

14. To appropriate parties when there is an articulable and significant threat to the health or safety of a student or other persons. The nature of the threat and the persons to whom the information was disclosed must be recorded.
15. To an agency, caseworker or other representative of a state or local child welfare agency or tribal organization who has a right to access the student's case plan, as determined by the state or tribal organization, when such agency or organization is legally responsible for the care and protection of the student. This disclosure is limited to student records or information from those records used for the purpose of addressing the student's education needs.
16. To other persons authorized to receive education records pursuant to FERPA and 34 C.F.R., Part 99, or other applicable laws.

G. Redisclosure

In accordance with law, the district may disclose personally identifiable information from education records only on the condition that the person to whom the information is disclosed will not redisclose the information to other persons or entities without the prior consent of the parent or eligible student. When required by law, a party may be required to first sign a statement in which he or she agrees to abide by this provision and agrees to use the information disclosed only for the purposes for which the disclosure was made. This provision does not apply to disclosures made to the officers, employees and agents of the person or entity to which the information was released for the purposes for which the disclosure was made; disclosures made to the student or parents of a dependent or minor student; disclosures made to comply with a judicial order or subpoena; and disclosures of directory information.

H. Recordkeeping

Unless exempted below, the school district will maintain a record of all requests for and disclosures of information from a student's education records. The district will maintain the record of requests and disclosures with the education records of the student as long as the records are maintained. The record will indicate the name of the party making the request, any additional party to whom the information may be redisclosed and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the parents or the eligible student.

When the district discloses personally identifiable information from education records to third parties without parental consent in a health or safety emergency, the district will record the articulable and significant threat to the health or safety of individuals that formed the basis for the disclosure and the parties to whom the district disclosed the information.

The district is not required to maintain a record of requests by or disclosures to:

1. The parent or eligible student.
2. School officials within the district who have a legitimate educational interest in the student's education records.
3. A party with written consent from the parent or eligible student.
4. A party seeking directory information.
5. A party seeking or receiving the records as directed by a law enforcement subpoena if the issuing court or other issuing agency has ordered that the

existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed.

I. Charging Fees

The district may charge a fee for copies of student education records, unless the charge effectively prevents a parent or eligible student from exercising the right to inspect and review the student's education records. The fee will not exceed the amount authorized under the Missouri Sunshine Law.

J. Appeals Procedures

Parents or eligible students have the right to request correction of education records that they believe are inaccurate, misleading or in violation of their privacy rights. Following are the procedures for the correction of education records:

1. Parents or the eligible student must ask the school district to amend a record. In so doing, they must identify the part of the record they want changed and specify why they believe it is inaccurate, misleading or in violation of the student's privacy rights. The request should be made to the building principal.
2. The building principal or an employee designated by the superintendent will decide, within a reasonable period of time after receiving the request, whether to amend the record as requested. The district will notify the parents or eligible student of the decision and, if the request for amendment is denied, will inform them of their right to a hearing to challenge the content of the student's education records on the grounds that the information included is inaccurate, misleading or in violation of the student's privacy rights.
3. The school district will hold a hearing within a reasonable period of time after a request for a hearing is received. The district will notify the parents or eligible student, reasonably in advance, of the date, place and time of the hearing.
4. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the district. The parents or eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The parents or eligible student may be assisted by one or more individuals of their choice, including an attorney.
5. The hearing officer will prepare a written decision based solely on the evidence presented at the hearing and provide a copy to the district and the parents or the eligible student within a reasonable period of time after the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
6. If the hearing officer decides that the information is inaccurate, misleading or in violation of the student's privacy rights, the district will amend the record and notify the parents or eligible student of the amendment in writing.
7. If the hearing officer decides that the challenged information is not inaccurate, misleading or in violation of the student's privacy rights, the district will notify the parents or eligible student that they have a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If the school district discloses the contested portion of the record, it

must also disclose the statement.

Public Notice Policies JHC, JHDA, and KI

(Protection of Pupil Rights Amendment (PPRA))

Policy JH-Student Health Services and Requirements, Policy JHDA-Surveying, Analyzing or Evaluating Students, and Policy KI-Public Solicitations/Advertising in District Facilities

Most Recent Adoption/Revision Date 12/19/2022, 6/13/2005, 11/19/2007

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

· *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent; or
8. Income, other than as required by law to determine program eligibility.

·*Receive notice and an opportunity to opt a student out of* –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

·*Inspect*, upon request and before administration or use –

1. Protected information surveys of students and surveys created by a third party;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Southern Boone County R-1 School District has adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for

marketing, sales, or other distribution purposes. Southern Boone County R-1 School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Southern Boone County R-1 School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Southern Boone County R-1 School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

To view these policies in full, please visit https://bit.ly/3LjBMeR.

Public Notice - Procedure EBAB-AP1

(Asbestos Control)

Administrative Procedure EBAB-AP1 HAZARDOUS MATERIALS

Most Recent Adoption/Revision Date 8/16/2021

The Southern Boone County R-I School District will implement and maintain procedures necessary to comply with the Asbestos Hazard Emergency Response Act of 1986 (AHERA) by adhering to the following guidelines:

1. Use specifically accredited/certified persons to conduct inspections on all school buildings for asbestos-containing material.
2. Take appropriate action to control the release of asbestos fibers, upon completion of inspection.
3. Describe corrective steps and long-range maintenance in a management plan, to be made available to all concerned persons and filed with the appropriate state agencies.
4. Post warning(s) on all areas containing asbestos, and send a written notice to parents and employees, apprising them of the conditions.
5.

Any further information regarding the district's management plan and planned or in-progress inspections, re-inspections, response actions and post-response actions, including periodic re-inspection and surveillance activities for asbestos control may be requested from the superintendent located at Central Office (5275 West Red Tail Drive, Ashland MO 65010).

To view Procedure EBAB-AP1 in full, please visit https://bit.ly/3LjBMeR.

Policy EBC-1 Emergency Drills

Most Recent Adoption/Revision Date 05/19/2014

As part of the implementation of the district's adopted crisis intervention plan, the superintendent or designee has the responsibility for developing and maintaining the district's emergency preparedness plans and emergency drill schedules.

Emergency Drills
The superintendent or designee, in cooperation with the building principals, will develop emergency drills for fires, tornados, bus emergencies, earthquakes, bomb threats and armed intruder/active shooter situations.

Additional emergency drills may be developed and practiced at the discretion of the superintendent. Instruction on all emergency drills shall be given early in the school year, and emergency drills shall be held regularly throughout the year. The district will conduct emergency drills as required by law and policy and will ensure that the number of emergency drills conducted is sufficient to give instruction and practice in proper actions by staff and students during lockdown, shelter-in-place and evacuation. Emergency exiting procedures will be posted near the door in each building.

The superintendent or building principal will schedule and execute emergency drills. Principals who schedule emergency drills will provide the superintendent advance notice of the drills. The district will cooperate and coordinate emergency drills with other community agencies such as the fire department, law enforcement officials, emergency medical services and local emergency planning committees. Pursuant to law, armed intruder/active shooter drills will be conducted and led by law enforcement professionals.

Emergency evacuation drills on school buses will be conducted for all students in grades kindergarten through six at least once per semester with the first drill completed prior to October 31 annually.

Earthquake Preparedness Disaster Plans and Drills
In accordance with law, the superintendent or designee, cooperating with building principals, shall develop and implement a districtwide school building disaster plan to protect students and staff before, during and after an earthquake. The plan will be designed specifically to minimize the danger to students, staff and district property as a result of an earthquake and will be ready for implementation at any time. The superintendent or designee will request assistance with developing and establishing the earthquake emergency procedure system from the State Emergency Management Agency (SEMA) and any local emergency management agency located within district boundaries.

An emergency exercise will be held at least twice each school year that will require students and staff to simulate earthquake emergency conditions and practice the procedures that are to be implemented under such conditions.

The superintendent shall develop a program that ensures that all students and staff of the district are aware of and properly trained in the earthquake emergency procedure system. This emergency procedure system shall be available for public inspection at the district office during normal business hours.

At the beginning of each school year, the district shall distribute to all students information from the Federal Emergency Management Agency (FEMA), SEMA and other sources in order to help students understand the causes and effects of earthquakes and the best and latest safety measures available to them in an earthquake situation.

Policy IGAEB Sexual Health Instruction

Most Recent Adoption/Revision Date 05/18/2020

The Board of Education recognizes that parents/guardians should be the primary source of sexuality education for their children. The Board also recognizes that effective sexuality education, taught in concert with parents/guardians, helps students avoid risks to their health and academic success and prepares them to make informed decisions as adults.

The district will offer instruction in human sexuality and will provide instruction regarding sexual abuse as required by law. All instruction will be appropriate to the age of the students receiving the instruction, and students may be separated by gender for the instruction.

Notice and Opt-Out
The district will notify parents/guardians of the basic content of the district's human sexuality and sexual abuse instruction. The district will also notify parents/guardians of their right to remove their student from any part of the district's instruction on these topics upon written request. The district will make all curriculum materials used in the district's human sexuality and sexual abuse instruction available for inspection prior to the use of such materials in actual instruction.

Human Sexuality and Sexually Transmitted Diseases
As required by state law, any course materials and instruction relating to human sexuality and sexually transmitted diseases shall be medically and factually accurate and shall:

1. Present abstinence from sexual activity as the preferred choice of behavior in relation to all sexual activity for unmarried students because it is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases and the emotional trauma associated with adolescent sexual activity. Students shall be advised that teenage sexual activity places them at a higher risk of dropping out of school because of the consequences of sexually transmitted diseases and unplanned pregnancy.
2. Stress that sexually transmitted diseases are serious possible health hazards of sexual activity. Students shall be provided with the latest medical information regarding exposure to human immunodeficiency virus (HIV), acquired immune deficiency syndrome (AIDS),

human papillomavirus (HPV), hepatitis and other sexually transmitted diseases.

3. Present students with the latest medically factual information regarding both the possible side effects and health benefits of all forms of contraception, including the success and failure rates for the prevention of pregnancy and sexually transmitted diseases, or present students with information on contraceptives and pregnancy in a manner consistent with the provisions of federal
4. Include a discussion of the possible emotional and psychological consequences of preadolescent and adolescent sexual activity and the consequences of adolescent pregnancy, as well as the advantages of adoption, including the adoption of special needs children, and the processes involved in making an adoption plan.
5. Teach skills of conflict management, personal responsibility and positive self-esteem through discussion and role playing at appropriate grade levels to emphasize that the student has the power to control personal behavior. Students shall be encouraged to base their actions on reasoning, self-discipline, sense of responsibility, self-control and ethical considerations, such as respect for one's self and others. Students shall be taught not to make unwanted physical and verbal sexual advances or otherwise exploit another person. Students shall be taught to resist unwanted sexual advances and other negative peer pressure.
6. Teach students about consent, sexual harassment and sexual violence. Specifically, students will be taught that:

a. *Consent* is a freely given agreement to the conduct at issue by a competent person, and that:
   - ➔ An expression of lack of consent through words or conduct does not constitute consent.
   - ➔ Lack of verbal or physical resistance does not constitute consent.
   - ➔ Submission resulting from the use of force, threat of force or fear does not constitute consent.
   - ➔ A current or previous dating, social or sexual relationship between two parties does not by itself constitute consent.
   - ➔ The manner of dress chosen by a person does not constitute consent.

b. *Sexual harassment* is uninvited and unwelcome verbal or physical behavior of a sexual nature, especially by a person in authority toward a subordinate.

c. *Sexual violence* is causing or attempting to cause another to engage involuntarily in any sexual act by force, threat of force, duress or without the person's consent.

7. Advise students of the laws pertaining to their financial responsibility to children born in and out of wedlock and advise students of the provisions of Missouri law pertaining to statutory rape and statutory sodomy.
8. Teach students about the characteristics of and ways to identify sexual predators.
9. Teach students safe and responsible Internet use, including the dangers of online sexual predators, when using electronic communication methods such as the Internet, mobile phones, text messages, chat rooms, social media, e-mail and instant messaging.
10. Instill in students the importance of having open communication with responsible adults, reporting any inappropriate situation, activity or abuse to a responsible adult and, depending on intent and content, to local law enforcement, the Federal Bureau of Investigation (FBI) or the National Center for Missing and Exploited Children's "CyberTipline."
11. Explain the potential consequences, both personal and legal, of inappropriate text messaging and sexting, even among friends.

The district will not permit a person or entity to offer, sponsor or furnish in any manner any course materials or instruction relating to human sexuality or sexually transmitted diseases to its students if the person or entity is a provider of abortion services. No district personnel or agents, acting in their official capacities, will encourage any student to have an abortion.

Sexual Abuse
In accordance with law, the district will provide trauma-informed, developmentally appropriate training to students in grades 6–12 regarding sexual abuse including, but not limited to, instruction on:

1. How to recognize sexual abuse;
2. How to report an incident of sexual abuse;
3. How to obtain assistance and intervention; and
4. Resources for students affected by sexual abuse.

DESE Trauma-Informed Schools Initiative

https://dese.mo.gov/traumainformed
Introduction to Trauma - Dr. Patsy Carter

Public Notice - Policies JFG and JFCI

(Searches of Students and Drug Testing)
Policy JFG-Searches of Students and Policy JFCI-Student Drug Testing
Most Recent Adoption/Revision Date 3/15/2021, 7/16/2012

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

The Southern Boone County R-I Board of Education recognizes that student drug abuse is a significant health and safety problem for schools. Among the problems, substance abuse negatively affects students' health, behavior, learning, reflexes and the overall development of individual students. The administration has noted an increase in the evidence of drug use by our students, including those participating in extracurricular activities. Chemical abuse includes, but is not limited to, the use of illegal controlled substances, substances represented to be controlled, and misuse of legal drugs and medications.

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

Student Drug and Alcohol Testing
If district personnel have reasonable suspicion that a student is inebriated or has come to school soon after consuming drugs or alcohol, the district may require the student to participate in a drug or alcohol test given by district authorities. If the student refuses to participate, the student may be disciplined as if the student tested positive for the substance.

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

School Resource Officers
A school resource officer (SRO) may accompany district officials executing a search or may perform searches under the direction of district officials based on the reasonable suspicion standard. However, the SRO may choose not to participate in the search if the SRO believes that such participation might interfere with the successful future criminal prosecution of the student.

Additionally:

- Students have no expectation of privacy in lockers, desks, computers/Chromebooks/iPads/etc.. or other district-provided equipment or areas.
- The district will conduct periodic and unannounced administrative searches of lockers, computers and other district equipment.
- The district uses dogs to indicate the presence of alcohol, drugs and other prohibited substances on campus, including the parking lot.
- Additional searches of bags, purses, coats, electronic devices, or other personal possessions and cars in accordance with the law.
- THe district may require a student to submit to a drug or alcohol test if there is reasonable suspicion that the student has consumed prohibited substances.

It is not the purpose or intent of the district's drug testing policy to identify students for punishment under the district discipline code.

The Southern Boone County R-I School District's student drug testing policy will have two components. The first component deals with students who participate in extracurricular activities recognized by the Missouri State High School Activities Association (MSHSAA), students who participate in school clubs and organizations, and students who register for a parking permit. The second component involves the general school population, grades 9-12, who -- along with their parents -- have voluntarily committed to participation in the district's drug testing policy. This program does not affect other policies and practices of the district that deal with drug possession or use where reasonable suspicion is obtained by means other than random sampling provided in this policy.

The program is mandatory to all students participating in extracurricular activities recognized by MSHSAA, clubs and organizations of the school, and those students who register for a parking permit. The activities included are: football; softball; boys' and girls' cross-country; boys' and girls' golf; boys' and girls' soccer; boys' and girls' track; volleyball; baseball; boys' and girls' basketball; cheerleading; quiz bowl; speech; Future Business Leaders of America (FBLA); Family, Careers and Community Leaders of America (FCCLA); Future Farmers of America (FFA); Technology Student Association (TSA); National Honor Society (NHS); Student Ambassador Group (SAG);

Science Club; Student Council; Robotics; Math Club; Project Art; and Lettermen's Club. They may continue in the extracurricular and cocurricular activities as any other participant may, upon completion of the required suspension and the negative test result for reinstatement. This is not an all-inclusive list and organizations and clubs will be added as they are created.

Any student who is enrolled in the A+ program and has a positive test will be immediately placed on probation status by the A+ coordinator. Subsequent positive test will result in removal from the program and loss of eligibility.

New students enrolling after the school term begins, along with their parents/guardians, will meet with the activities/athletic director to review this policy.

To view these policies in full, please visit https://bit.ly/3LjBMeR.

Policy JFGA Interviews With or Removal of Students

Most Recent Adoption/Revision Date 03/15/2021

District Personnel Discussions with Students
There are many situations where school employees will meet with individual students. School counselors meet with students to discuss academics and personal issues, teachers often discuss academic performance with students, and school officials meet with students when investigating disciplinary violations. These conversations are an essential part of the educational process. The district will not honor requests by parents/guardians to be informed prior to these discussions, be present during the discussions or prohibit conversations between a student and staff members.

School Resource Officers (SROs)
An SRO's role in interviewing students or taking students into custody will be addressed in the agreement between the district and the law enforcement agency commissioning the SRO.

Crimes Committed on District Property or at District Activities
If a student commits a crime on district property or at a district activity, school officials will contact law enforcement as required by law and Board policy. School officials will also contact the student's parent/guardian. District staff will interview the student as part of the misconduct investigation and student discipline process, but law enforcement will not be allowed to interview the student except as described below.

Law Enforcement Interviews
Law enforcement officials requesting to interview a student at school will provide the principal or designee the reason for the interview and provide any applicable warrant or court order. The principal or designee will record the identity of the law enforcement officials and the stated reason for the interview.
The district will not allow law enforcement officials to interview students at school unless one of the following applies:

1. The law enforcement official has presented an applicable warrant or court order authorizing the official to take custody of the student or interview the student.
2. Consent for the interview is provided by the parent/guardian or the student if the student is 18 or older and is otherwise competent to consent.

3. Exigent circumstances exist that school officials consider sufficient to justify the interview. Exigent circumstances are sufficient if the law enforcement officials demonstrate that delaying the interview may pose a danger to the health or safety of the student, other students, district employees or others.

If the interview is permitted , the principal or designee will be present during the interview. Unless the parent/guardian was already contacted, the principal or designee will attempt to contact the parent/guardian immediately after the interview.

of Students from School by Law Enforcement Officials
If a law enforcement official or other legally authorized person wishes to remove a student from school, the principal or designee must take the following steps:

1. Verify the identity of any law enforcement official or other legally authorized person before they are allowed to take a student into custody.
2. Verify, to the best of his or her ability, the official's authority to take custody of the student before they are allowed to take a student into custody.
3. Require officials who are determined to have the authority to take custody of a student to remove the student in a manner that minimizes disruption to the school environment.
4. Attempt to notify the student's parents/guardians that the student is being removed from school.

Children's Division (CD) Interviews
CD representatives may meet with students on campus. The district liaison will work with the CD to arrange such meetings to be minimally disruptive to the student's schedule. If the student is an alleged victim of abuse or neglect, the CD may not meet with the student in any school building or childcare facility where the abuse of the student allegedly occurred. The principal or designee will verify and record the identity of any CD representatives who request to meet with or take custody of a student.

Guardian Ad Litem and Court-Appointed Special Advocate Interviews
When a court-appointed guardian ad litem or special advocate finds it necessary to interview a student during the school day or during periods of extracurricular activities, the principal or designee must be notified prior to the scheduled interview. The principal or designee will verify and record the individual's identity through the court order that appointed the individual. The interview must be conducted in a private setting and with the least disruption to the student's schedule.

Student Records Access
Student records will be provided only in accordance with state and federal law.

Policy JG Student Discipline

Most Recent Adoption/Revision Date 03/15/2021

It is essential that the district maintain a safe school environment and a climate that allows teachers to communicate effectively with all students in the class and allows all students in the

class to learn. Discipline will be equitably applied and viewed as a learning opportunity with the ultimate goal of improving behavior, safety and the school climate. The district seeks to minimize the unnecessary exclusion of students from classrooms and school and encourages the superintendent and district staff to exclude students only when necessary to maintain a safe and appropriate learning environment.

The superintendent or designee is authorized to contact the district's attorney for advice on the legality of district discipline or the discipline process. The Board encourages the superintendent to recommend changes to Board policy related to student discipline as needed.

Discipline Code
To assist district staff in maintaining the necessary education environment, the Board of Education has created a discipline code that addresses the consequences for students whose conduct is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of other students.

The district's comprehensive written code of conduct includes, but is not limited to, this policy, JG-R1, JGA, JGB, JGD, JGE, JGF and associated procedures. The district's comprehensive written code of conduct will be placed on the district's website, and a copy will be available in the superintendent's office during normal business hours. The code of conduct will be distributed to all students and their parents/guardians at the beginning of each school year, which may be accomplished by directing students and parents/guardians to the district's website. These policies, regulations and procedures will apply to all students in attendance in the district's instructional and support programs as well as at district-sponsored activities.

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

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

1. The district's technology is used.
2. The student's conduct negatively impacts the education environment or there is a nexus to the education environment.
3. The student has been charged with, convicted of, or pled guilty to the commission of a felony in a court of general jurisdiction(not a juvenile court). The Board may suspend such students after a hearing in accordance with law.
4. The student has been indicted on, charged with or convicted of one of the specific crimes listed in § 167.171, RSMo. (see in policy JEC) or a petition has been filed or adjudicated in juvenile court involving one of the specific crimes listed in § 167.171, RSMo. The district shall exclude such students from school

or from the general education environment after appropriate due process.

5. The student transfers to the district during a suspension or expulsion from another public school or a private or parochial school, and the district determines that the conduct would have resulted in a suspension or expulsion in this district. The district may honor a student's suspension or expulsion in such cases after providing appropriate due process when necessary.

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

Enforcement
Building principals are responsible for the development and enforcement of additional student conduct rules needed to maintain proper behavior in schools under their supervision. All such rules shall be consistent with Board-adopted discipline policies and regulations.

Teachers have the authority and responsibility to make and enforce necessary rules for discipline in the classroom, subject to review by the building principal. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom.

All district staff enforcing student discipline should seek to minimize, as much as possible, the amount of instructional time the student loses.

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

Policy JG-R1 Student Discipline

Most Recent Adoption/Revision Date 08/16/2021

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

district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

Reporting to Law Enforcement
It is the policy of the Southern Boone Co. R-I School District to report all crimes occurring on district property to law enforcement including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF.

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

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten days or expulsion of any student who the district is aware is under the jurisdiction of the court.

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

Conditions of Suspension, Expulsion and Other Disciplinary Consequences
All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee. When appropriate, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school. Likewise, a student may become ineligible for or be required to forfeit any honors and awards as a disciplinary consequence.

In accordance with law, any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline, shall not be allowed to be within 1,000 feet of any district property or any activity of the district, regardless of whether the activity takes place on district property, unless one of the following conditions exist:

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

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

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

Academic Consequences
Students who are suspended from school will not be allowed to earn full credit for course work completed during the term of the suspension. The district will provide appropriate due process in accordance with law prior to finalizing the student's grade for a course.

Prohibited Conduct
The following are descriptions of prohibited conduct and potential consequences for violations. The list of offenses below is not exhaustive and the district can discipline a student for any action that is disruptive to the school environment, whether it occurs on or off school property. Building-level administrators are authorized to increase or decrease assigned consequences depending on the circumstance. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and board policy.

Violation	Description	First Offense	Subsequent Offenses
Academic Dishonesty	Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.	No credit for the work, grade reduction, or replacement assignment.	No credit for the work, grade reduction, course failure, or removal from extracurricular activities.
Arson	Starting or attempting to start a fire, or causing or attempting to cause an explosion	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate.	1-180 days out-of-school suspension or expulsion. Restitution if appropriate.
Assault	Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in		

	conduct. that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
	Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes assault in the first or second degree.	10-180 days out-of-school suspension or expulsion.	Expulsion.
Automobile/ Vehicle Misuse	Uncourteous or unsafe driving on or around district property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on district property.	Suspension or revocation of parking privileges, detention, or in-school suspension.	Revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.
Bullying and Cyberbullying (see board policy JFCF)	Intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for their physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to, physical actions, including violence, gestures, theft or property damage; oral, written or electronic communication, including name-calling, put-downs, extortion or threats; or threats of reprisal or retaliation for reporting such acts. Cyberbullying is a form of bullying	Detention, in-school suspension, or 1-180 days out-of-school suspension.	1-180 days out-of-school suspension or expulsion.

	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.		
Bus or Transportation Misconduct (see board policy JFCC)	Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked. Visit https://www.sbschools.us/page/transportation for more information regarding bus routes and school bus safety rules.		
Dishonesty	Any act of lying, whether verbal or written, including forgery.	Nullification of forged document. Principal/Student conference, detention, or in-school suspension.	Nullification of forged document. Detention, in-school suspension, or 1-180 days out-of-school suspension
Disrespectful or Disruptive Conduct or Speech (see board policies AC and ACA if illegal harassment or discrimination is involved)	Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.	Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Drugs/Alcohol (see board policies JFCH and JHCD)	Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.	In-school suspension or 1-180 days out-of-school suspension.	1-180 days out-of-school suspension or expulsion.

	Possession of drug paraphernalia or possession of or attendance while under the influence of, or soon after consuming, any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalant, counterfeit drug, or imitation controlled substance, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.	In-school suspension or 1-180 days out-of-school suspension.	11-180 days out-of-school expulsion.
	Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances 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(c) of the Controlled Substances Act.	1-180 days out-of-school suspension or expulsion.	11-180 days out-of-school suspension or expulsion.
Electronic Devices Misuse	**Students in PreK through eighth grade** – Are prohibited from using personal electronic devices during the school day, including class change time, mealtimes or instructional class time, unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal.	Confiscation, principal/student conference, detention, or in-school suspension.	Confiscation, principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
	Students in ninth through twelfth grade – May use personal electronic devices before and after school, during class change time and during mealtimes, but are prohibited from using them during instructional class time, unless the use is part of the instructional program, required by a district-sponsored class or activity, or		

	otherwise permitted by the building principal. Personal electronic devices include, but are not limited to, cellular phones (analog or digital), smart phones, camera phones, MP3 players, portable gaming systems, beepers, pagers, text messaging devices, voice recording devices and personal digital assistants (PDAs) that are used as telecommunication devices or to transmit text messages or to play music, as well as any other wireless electronic telecommunication devices. Students must ensure that their personal electronic devices are completely turned off and stowed away during restricted periods as set out above. The failure to turn off personal electronic devices can disrupt the school environment and will be considered a violation of Board policy. In addition, students may not use personal electronic devices while being transported to and from school by bus or while participating in off-campus district-sponsored activities without permission from the supervising teacher, coach or principal. Students participating in on-campus after-school activities shall follow the rules regarding the use of personal electronic devices as established by the supervising teacher. Parents/Guardians desiring to contact their student during the school day should not use the student's personal electronic device as a means of making that contact. Parents/Guardians should call the principal's office to leave a message for their student or, in emergency		

	situations, the student will be allowed to talk directly with the parent/guardian through phones in the building office.		
Extortion	Threatening or intimidating any person for the purpose of obtaining money or anything of value.	Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Failure to Care for or Return District Property	Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.	Restitution. Principal/Student conference, detention, or in-school suspension.	Restitution. Detention or in-school suspension.
Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences	Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences." As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.	Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.	In-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

<u>False Alarms</u> (see also "Threats or Verbal Assault")	Tampering with emergency equipment, setting off false alarms, making false reports, communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment, or causing the evacuation or closure of district property.	Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.	Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.
<u>Gambling</u>	Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games	Principal/Student conference, loss of privileges, detention, or in-school suspension.	Principal/Student conference, loss of privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.
<u>Harassment, including Sexual Harassment</u> (see board policies AC and ACA and note that additional provisions of the code of conduct may apply to the student's behavior)	Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law.	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
	Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law.	In-school suspension, 1-180 days out-of-school suspension, or expulsion.	1-180 days out-of-school suspension or expulsion.
	Student is found "responsible" for sexual harassment under Title IX upon conclusion of a formal complaint under policy ACA.	10-180 days out-of-school suspension or expulsion.	
<u>Hazing</u> (see board policy JFCG)	Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the	In-school suspension or 1-180 days out-of-school suspension.	1-180 days out-of-school suspension or expulsion.

	purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity. Hazing can occur even when all students involved are willing participants.		
Incendiary Devices or Fireworks	Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.	Confiscation. Warning, principal/student conference, detention, or in-school suspension.	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
Nuisance Items	Possession or use of items such as toys, games, and portable media players that are not authorized for educational purposes.	Confiscation. Warning, principal/student conference, detention, or in-school suspension.	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
Public Display of Affection	Consensual physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.	Principal/Student conference, detention, or in-school suspension.	Detention, in-school suspension, or 1-10 days out-of-school suspension.
Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material (see board policies AC and ACA)	Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.	Confiscation. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Sexual Activity	Consensual acts of sex or consensual simulations of sex	Principal/Student conference,	Detention, in-school suspension, 1-180

	including, but not limited to, intercourse or oral or manual stimulation.	detention, in-school suspension, or 1-180 days out-of-school suspension.	days out-of-school suspension, or expulsion.
Technology Misconduct (see board policies EHB and KKB and procedure EHB-AP1)	Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.	Restitution. Principal/Student conference, loss of user privileges, detention, or in-school suspension.	Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.
	Violations, other than those listed above, of board policy EHB, procedure EHB-AP1 or any policy or procedure regulating student use of personal electronic devices.	Restitution. Principal/Student conference, detention, or in-school suspension.	Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.
	Use of audio or visual recording equipment in violation of board policy KKB.	Confiscation. Principal/Student conference, detention, or in-school suspension.	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
Theft	Theft, attempted theft or knowing possession of stolen property.	Return of or restitution for property. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.	Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.

Threats or Verbal Assault	Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Tobacco	Possession of any tobacco products, electronic cigarettes (vaping products), other nicotine-delivery products or imitation tobacco products, as defined in policy AH, on district property, on district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may be possessed only in accordance with district policy JHCD.	Confiscation of prohibited product. Principal/Student conference, detention, or in-school suspension.	Confiscation of prohibited product. Detention, in-school suspension, or 1-10 days out-of-school suspension.
	Use of any tobacco products, electronic cigarettes (vaping products), imitation tobacco products or other nicotine-delivery products, as defined in policy AH, on district property, on district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may be used only in accordance with district policy JHCD.	Confiscation of prohibited product. Principal/Student conference, detention, in-school suspension, or 1-3 days out-of-school suspension.	Confiscation of prohibited product. In-school suspension or 1-10 days out-of-school suspension.
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.	Principal/Student conference, detention, or 1-3 days in-school suspension.	Detention or 3-10 days in-school suspension, and removal from extracurricular activities.
Unauthorized Entry	Entering or assisting any other person to enter a district facility, office, locker, or other area that is	Principal/Student conference, detention, in-school	1-180 days out-of-school

	locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.	suspension, or 1-180 days out-of-school suspension.	suspension or expulsion.
Vandalism (see board policy ECA)	Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.	Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.	Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Weapons (see board policy JFCJ)	Possession or use of any weapon as defined in board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 57010, RSMo.	In-school suspension, 1-180 days out-of-school suspension, or expulsion.	1-180 days out-of-school suspension or expulsion.
	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).	One calendar year suspension or expulsion, unless modified by the board upon recommendation by the superintendent.	Expulsion
	Possession or use of ammunition or a component of a weapon.	In-school suspension, 1-180 days out-of-school suspension, or expulsion.	1-180 days out-of-school suspension or expulsion.

Policy JGA-2 Corporal Punishment

Most Recent Adoption/Revision Date 9/19/2022

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

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

Policy JFCJ Weapons in School

Most Recent Adoption/Revision Date 8/13/2001

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

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

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

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

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

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

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

Policy JFCH Student Alcohol/Drug Abuse

Most Recent Adoption/Revision Date 4/17/206

The Southern Boone County R-I School District is concerned with the health, welfare and safety of its students. Therefore, use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances and imitation controlled substances is prohibited on any district property, in any district-owned vehicle or in any other district-approved vehicle used to transport students to and from school or district activities. This prohibition also applies to any district-sponsored or district-approved activity, event or function, such as a field trip or athletic event, where students are under the supervision of the school district. The use, sale, transfer or possession of drug-related paraphernalia is also prohibited.

For the purpose of this policy a controlled substance shall include any controlled substance, counterfeit substance or imitation controlled substance as defined in the Narcotic Drug Act, § 195.010, RSMo., and in schedules I, II, III, IV and V in section 202(c) of the Controlled Substances Act, 21 U.S.C. § 812(c).

Students may only be in possession of medication as detailed in Board policy JHCD.Searches of persons reasonably suspected to be in violation of this policy will be conducted in accordance with Board policy.

Any student who is found by the administration to be in violation of this policy shall be referred for prosecution and subject to disciplinary action up to and including suspension, expulsion or other discipline in accordance with the district's discipline policy. Strict compliance is mandatory. The school principal shall immediately report all incidents involving a controlled substance to the appropriate local law enforcement agency and the superintendent. All controlled substances shall be turned over to local law enforcement.

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

Policy JFCF Bullying

Most Recent Adoption/Revision Date 10/17/2016

General

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

Definitions

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

electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

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

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

Designated Officials

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

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

Reporting Bullying

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

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

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

Investigation

Within two school days of receiving a report of bullying, the principal or designee will initiate an investigation of the incident. Reports that involve students from multiple buildings will be investigated cooperatively by the principals of each building involved, or those principals may request that the district's compliance officer designated in policy AC conduct the investigation. If at any time during the investigation the principal determines that the bullying involves illegal

discrimination, harassment or retaliation as described in policy AC, the principal will report the incident to the compliance officer designated in that policy, who will assist in the investigation. If the alleged bullying involves a special education student or a student with disabilities, the principal will also notify the special education director.

The investigation shall be completed within ten school days of the date the report of bullying was received unless good cause exists to extend the investigation. Upon completion of the investigation, the principal will decide whether bullying or harassment occurred and, if so, whether additional discipline is warranted in accordance with the district's student discipline code. The principal will generate a written report of the investigation and findings and send a copy of the completed report to the district's antibullying coordinator. The principal or designee will document the report in the files of the victim and the alleged or actual perpetrator of bullying. All reports will be kept confidential in accordance with state and federal law.

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

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

Consequences

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

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

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

Policy Publication

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

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

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

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

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

E. Cultivating the student's self-worth and self-esteem.
F. Teaching the student to defend him- or herself assertively and effectively without violence.
G. Helping the student develop social skills.
H. Encouraging the student to develop an internal locus of control.

Additional School Programs and Resources
The Board directs the superintendent or designee to implement programs and other initiatives to address bullying, respond to such conduct in a manner that does not stigmatize the victim, and make resources or referrals available to victims of bullying. Such initiatives may include educating parents/guardians and families on bullying prevention and resources.

Policy JGE: Discipline of Students with Disabilities

Most Recent Adoption/Revision Date 6/13/2005

It is the goal of the Southern Boone County R-I School District to provide a safe and productive learning environment for all students. The district does not believe in a double standard for misbehavior and holds the welfare and safety of all persons in the district in highest regard. Students with disabilities will be disciplined in accordance with the district's discipline code applicable to all students, subject to the modifications mandated by law. All students, including those with disabilities, will be referred for law enforcement action when required by law and when their conduct constitutes a crime.

The district will comply with all state and federal laws governing the discipline of students with

disabilities, including the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, applicable regulations and state and local plans for compliance with the law. In addition to the process outlined in special education law, students with disabilities will receive the same due process afforded other students.

The Board delegates to the superintendent or designee the authority to seek the removal of a student with a disability as allowed by federal or state law to an alternative educational setting through the state hearing process or to seek a court injunction ordering removal or a different educational placement.

The superintendent or designee will provide all district employees training on violence prevention, the district's discipline code and the legal requirements for disciplining students with disabilities. The Board delegates to the superintendent or designee the authority to contact the district's legal counsel for legal advice or training on the district's responsibilities.

Policy JGF: Discipline Reporting and Records

Most Recent Adoption/Revision Date 12/19/2016

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

Definitions

The following definitions and terms apply to this policy:

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

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

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

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

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

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

Reporting to School Staff

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

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

Reporting to Law Enforcement Officials

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

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

1. First- or second-degree murder under §§ 565.020, .021, RSMo.
2. Voluntary manslaughter under § 565.023, RSMo.
3. Involuntary manslaughter in the first or second degree under §§ 565.024, .027, RSMo.
4. First- or second-degree kidnapping under §§ 565.110, .120, RSMo.
5. First-, second- or third-degree assault under §§ 565.050, .052, .054, RSMo.*
6. Rape in the first or second degree under §§ 566.030, .031, RSMo.
7. Sodomy in the first or second degree under §§ 566.060, .061, RSMo.
8. Burglary in the first or second degree under §§ 569.160, .170, RSMo.
9. Robbery in the first degree under § 570.023, RSMo.
10. Possession of a weapon under chapter 571, RSMo., 18 U.S.C. § 921
11. Manufacture of a controlled substance under § 579.055, RSMo.
12. Delivery of a controlled substance under § 579.020, RSMo
13. Arson in the first degree under § 569.040, RSMo.
14. Property damage in the first degree under § 569.100, RSMo.
15. First-, second- or third-degree child molestation under §§ 566.067, .068, .069, RSMo.
16. Sexual misconduct involving a child pursuant to § 566.083, RSMo.
17. Sexual abuse in the first degree pursuant to § 566.100, RSMo.
18. First-degree harassment under § 565.090, RSMo.
19. First-degree stalking under § 565.225, RSMo.

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

If the district is aware that a student who is suspended for more than ten days or expelled is under court jurisdiction, the superintendent shall notify the appropriate division of the juvenile or family court of the suspension or expulsion.
All employees shall immediately report to the principal any incident that constitutes a crime, including any incident in which a person is believed to have committed an act that if committed by an adult would be first-, second- or third-degree assault, rape in the second degree or sodomy in the second degree against a student or school employee, while on school property, school transportation or at school activities. Employees shall also inform the principal if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

The principal shall immediately report these listed offenses to the appropriate law enforcement entity and the superintendent. However, if the district has entered into an agreement with law enforcement regarding the reporting of third-degree assaults, the district will report third-degree assaults to law enforcement in accordance with that agreement.

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

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

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

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

Confidentiality
Any information received by a school district employee relating to the conduct of a student shall

be received in confidence and used for the limited purpose of assuring that good order and discipline are maintained in the schools.

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

Policy JHDF Suicide Awareness and Prevention

Most Recent Adoption/Revision Date 3/13/2023

Purpose
Suicide is a leading cause of death among youths in Missouri and is a public health concern impacting all Missouri citizens. The district is committed to maintaining a safe environment to protect the health, safety and welfare of students.
This policy outlines key protocols and procedures the district will use to raise awareness of suicide and the steps that can be taken to prevent it. The goal of the district is to help students, including students receiving their education virtually, who may be at risk of suicide without stigmatizing students or excluding them from school. The board will provide the resources necessary to meet this goal. No student will be excluded from school based solely on the district's belief that the student is at risk of suicide.

Definitions
Crisis Response Team (CRT) – A team of district employees trained in suicide awareness and prevention.
Student at Risk of Suicide – A student who is demonstrating individual, relationship, community or societal factors that are associated with suicide and that in combination indicate that an individual might be contemplating suicide.
Suicide Crisis – A situation in which a person is attempting suicide or is seriously contemplating or planning suicide. Planning may include, but is not limited to, a timeframe and method for attempting suicide or obtaining or attempting to obtain the means to attempt suicide. A suicide crisis is considered a medical emergency requiring immediate intervention.

Crisis Response Team
The district will establish a district-level CRT and, if practical, a team in each building. CRT members will include administrators, counselors and the school nurse and may also include school social workers, school resource officers, teachers and community members as appropriate. The CRT will be responsible for implementation of the district's response plan.
The district will use an evidence-based/informed tool for determining whether a student is at risk of suicide or is having a suicide crisis. The CRT members and the building administrator will receive training and coaching in using this tool to assist in making determinations as to whether a student may be at risk of suicide and the appropriate response. Any such determination shall be made by multiple team members. If the district has a behavioral risk assessment team, a threat assessment team or any similar team that monitors students considered "at risk," those teams must immediately contact the CRT if the team has identified a student who might be at risk for self-harm or suicide.

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

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

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

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

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

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

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

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

3. If the student cannot be located or leaves after being located, a CRT member or the building administrator or designee will contact the parent/guardian to explain the district's concern.
4. If the student has been located, the CRT member and the building administrator or designee will, based on their training and an assessment of the student, determine the

appropriate action, including whether to call emergency services, and implement the appropriate response.

5. At an appropriate time after the crisis has passed, appropriate CRT members will meet with the student and the student's parents/guardians to discuss support and safety systems, available resources, coping skills and collaborative ways to support the student.

Students Attending Virtually

In addition to monitoring the attendance and academic progress of students receiving education virtually (virtual learners), the district must also monitor virtual learners who may be at risk for suicide. Building administrators will develop procedures for monitoring the social/emotional health, including suicide risk, of virtual learners in conjunction with monitoring attendance and academic progress that will include:

1. Identifying staff members who will contact virtual learners on a regular basis;
2. Providing hard copies of student contact information to those assigned to contact virtual learners as a backup to Internet access of student records;
3. Creating a few questions designed to assess a virtual learner's social and emotional health that will be asked in conjunction with questions about academic progress;
4. Creating a written set of instructions for employees to follow if the employee suspects the virtual learner may be at risk of suicide or self-harm; and
5. Notifying the CRT.

To the extent possible, the superintendent or designee will work with the teachers hired by Missouri Course Access and Virtual School Program (MOCAP) providers to solicit information about the social and emotional health of the virtual learners in their courses.

Confidentiality

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

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

Abuse and Neglect

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

Accommodating a Disability

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

School and Community Resources
The district will, in collaboration with local organizations and the Missouri Department of Mental Health, identify local, state and national resources and organizations that can provide information or support to students and families. Copies of or links to resources will be available to all students and families on the district's website and in all district schools.
A CRT member will follow up with students who have been identified as being at risk of suicide or who have had a suicide crisis and their parents/guardians to offer additional assistance. The CRT will determine the number and frequency of follow-up visits. If a student transfers to virtual learning or is otherwise not present in school, the district will, to the extent possible, continue providing any supportive services the student was receiving from the district while in physical attendance.

The district will request permission from the parent/guardian to consult with the student's outside medical provider to assist in determining what interventions the district should use.

Beginning July 1, 2023, identification badges issued to students in grades 7–12 shall include the Suicide and Crisis Lifeline three-digit phone number, 988, on both sides of the badge. Badges purchased prior to this date may be used until the supply is depleted.

Response to Incidents Impacting the School
When the school community is impacted by the attempted suicide or death by suicide of a student, staff member or other person in the school community, the superintendent or designee will confer with the district-level CRT and, when appropriate, confer with local community resources and professionals to identify and make available supports that may help the school community understand and process the behavior or death.
The CRT and the superintendent or designee will determine appropriate procedures for informing the school community of an attempted suicide or death by suicide and the supports that will be offered. Staff and students who need immediate attention following an attempted suicide or death by suicide will be provided support and resources available through the district and will be given information about other resources.

Return to School Following a Suicide Attempt
Students who have attempted suicide are at greater risk to attempt to harm themselves again and require support when returning to school. The building administrator will designate an appropriate employee to serve as a case manager for a student returning to school after a suicide attempt. The case manager will:

1. Meet with the student and family prior to the return date;
2. Study the student's records, including the events that precipitated the attempt if available;
3. Provide information about the student to teachers and other staff members to the extent necessary to support the student's return;
4. Meet with the student regularly; and
5. Assist the student and family in finding supportive services outside of the school.

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

response procedures and will include:

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

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

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

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

Policy IGCD Virtual Courses

Most Recent Adoption/Revision Date 4/17/2023

This policy governs part-time enrollment with a hosted Missouri Course Access and Virtual School Program (MOCAP) provider, full- and part-time enrollment with other MOCAP providers, and enrollment in other virtual course options provided through the district. Students who seek full-time enrollment with a hosted MOCAP provider must enroll pursuant to policy IGCDA.

Definitions
Full-Time Virtual Course Enrollment – The instructional equivalent of six credits per regular term.

Hosted MOCAP Provider – A public school district, charter school or higher education institution that is registered through the Department of Elementary and Secondary Education (DESE) to provide virtual education through the MOCAP program to Missouri students. A host district may provide the courses directly or contract with a course provider to provide the courses.

MOCAP Provider – An entity listed by DESE as part of the virtual course program under § 161.670, RSMo., that provides virtual courses for elementary and/or secondary students.

Virtual Course – A single class that is designed to deliver all or most of the curriculum electronically. Students may be separated from their instructor or teacher of record by time, location or both.

General
The district may offer virtual courses to students through district staff or by contracting for those services as part of the district-sponsored curriculum. Students may also enroll in virtual courses

offered through MOCAP providers. This could result in entire course loads that are provided through virtual courses from the district, district-selected and/or MOCAP providers while the student remains enrolled in the district.

Students may also take virtual courses from other sources at their own expense. Before a student independently enrolls in and pays for virtual courses not otherwise accessible through the district, the district recommends that the student meet with district staff to ensure that the course aligns with the student's education goals and that the district will accept the course credit.

Virtual Course Enrollment

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

Enrollment in courses offered through MOCAP may be denied only if the principal or designee, in consultation with the student's parents/guardians and relevant staff, determines that it is not in the student's best educational interest to enroll in the course. The principal or designee will consider available opportunities for in-person instruction and the student's prior participation in virtual courses when making this decision. As required by law, the district allows for continuous enrollment in MOCAP courses throughout the year. The principal or designee will approve or deny requests to enroll in a MOCAP course within the timeframe required by law.

Enrollment Decision Review

The principal or designee will notify the student and the parents/guardians in writing when declining student enrollment in a virtual course and provide an explanation for the decision. The student or parent/guardian may request that the superintendent review the decision, but the superintendent’s decision is final.

Students with Disabilities

A student's individualized education program (IEP) team or Section 504 team will make the virtual course enrollment decisions for students with IEPs or Section 504 plans. If enrollment is appropriate, the IEP or Section 504 team will determine the services, aids, supports and accommodations required. Any review of a decision made by an IEP or Section 504 team must go through the process provided under federal law.

Attendance and Completion

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

Students enrolled in a district-sponsored course or MOCAP course through the district will be considered in attendance for state aid purposes in accordance with law. A completed virtual course or MOCAP course shall be counted as no less than 95 percent attendance for purposes of A+ Scholarship Program eligibility.

Eligibility for Extracurricular Activities

Students enrolled in virtual courses offered through the district or through MOCAP under this policy are considered district students and are eligible to participate in extracurricular activities unless restricted by the Missouri State High School Activities Association.

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

Credit
The district will accept all grades and credits earned through district-sponsored virtual instruction and MOCAP providers. Credits obtained from other sources will be recognized in accordance with policy JECC.

Notice
District-provided and district-sponsored virtual courses will be advertised in the district's course catalog.

The district will inform students and parents/guardians of MOCAP program availability in parent/guardian handbooks and registration documents and feature the program on the homepage of the district's website, as required by law. The district will provide every student enrolled in the district and parents/guardians with a copy of DESE's MOCAP guidance document at the beginning of the school year or upon enrollment. In addition, the district will provide a readily viewable link to the guidance document on the main page of its website.

Payment
The district will pay the tuition for MOCAP courses when required by law to do so but is not otherwise required to pay the tuition for a student to attend a virtual course unless the course is approved by the district as part of the district's course offerings.

Virtual Course Behavior and Expectations
Students taking courses virtually are subject to district policies, procedures and rules applicable to students enrolled in traditional courses including, but not limited to, the district's code of conduct and prohibitions on academic dishonesty, discrimination, harassment, bullying and cyberbullying.

When students are participating in virtual courses, what can be seen and heard electronically from the student's location becomes part of the district's education environment. Students are responsible for ensuring that what is seen, heard or otherwise communicated is appropriate for the learning environment and not disruptive. The district's code of conduct applies to virtual in-class behavior. Student speech that is prohibited on campus is also prohibited in the virtual classroom.

Students may electronically display everyday items that they would be prohibited from possessing at school (such as pets, toys or objects forming typical room décor) as long as the display does not disrupt learning.

If needed, please contact your building principal or counselors for more information about registration.

Policy JHCD Administration of Student Medication

Most Recent Adoption/Revision Date 12/16/2019

Definitions

Authorized Prescriber – Includes a healthcare provider licensed or otherwise authorized by state law to prescribe medication.

Diabetes Medical Management Plan – A document developed by the student's personal healthcare team that sets out the health services needed by the student at school and that is signed by the student's personal healthcare team and parent/guardian.

Medications – For the purposes of this policy, medications include prescription drugs and over-the-counter drugs, including herbal preparations and vitamins. Medications also include substances that claim or purport to be medicinal or performance enhancing, including essential oils.

General

The Southern Boone County R-I School District prohibits students from possessing or self-administering medications while on district grounds, on district transportation or during district activities unless explicitly authorized in accordance with this policy. However, the Board recognizes that some students may require medication for chronic or short-term illnesses to enable them to remain in school and participate in the district's education services. The Board directs the superintendent or designee to employ, contract with and train the necessary personnel to administer medications to students. Medications will be administered at school only when it is not possible or effective for the student to receive the medication at home.

Parents/Guardians are encouraged to submit any relevant information regarding the medications their student needs, including a diabetes medical management plan or other information the district may use to develop an individualized education program (IEP), Section 504 Plan or individualized health plan (IHP). The district will review all information submitted by the parents/guardians and work with them to create a plan to meet the student's medical needs while at school or school activities.

The superintendent, in collaboration with the district nursing staff, will establish administrative procedures for storing and administering medications in compliance with this policy and pursuant to state and federal law.

Nurses and Other Personnel

The administration of medications is a nursing activity that must be performed by or under the supervision of a registered professional nurse (RN).Other district personnel may be required to administer medications to a student as long as they have been appropriately trained and are supervised by an RN. An appropriately licensed member of the nursing staff will be responsible for:

1. Developing procedures for the training of unlicensed personnel in the administration of medications;
2. Devising protocols for the administration of medications by unlicensed personnel; and

3. Training unlicensed personnel in the administration of medications.

District employees who administer medications must maintain documentation of all medications provided to students and stored on district property.

Nurses and other staff administering medications will take precautions when administering medications and, when necessary, will clarify authorized prescriber orders prior to administering medications.

In accordance with law, any trained or qualified employee will be held harmless and immune from civil liability for administering medication in good faith and according to standard medical practices. A qualified employee is one who has been trained to administer medication according to standard medical practices.

Over-the-Counter Medications
The district may administer over-the-counter medication to a student if the district has received permission to do so from the parent/guardian and a written physician's order. Over-the-counter medications must be delivered to the school principal or designee in the manufacturer's original packaging and will only be administered in accordance with the manufacturer's label.

Prescription Medications
The district may administer prescription medication to a student if the district has received permission to do so from the parent/guardian and appropriate direction on how the medication is to be administered. The prescription label will be considered the equivalent of a prescriber's written direction, and a separate document is not needed.

Medications District Personnel Will Not Administer
Unless required by law to administer a medication to accommodate a disability, nurses who question the necessity of administering a particular medication during the school day may, after consultation with the superintendent or designee, require a written directive by the student's healthcare provider that states why the medication must be administered at school. The district may also refuse to administer any medication for other reasons listed in this policy. The district will not administer any medication that is not regulated by the U.S. Food and Drug Administration.

The district may refuse to administer medications in an amount exceeding the recommended daily dosage listed in the *Physician's Desk Reference (PDR)* or other recognized medical or pharmaceutical text unless the district has verified the dosage with the prescriber. Except for the medications that are used only in an emergency situation, the district will not knowingly administer the first dose of any medication. The district expects parents/guardians to administer medications at home or by coming to the school to administer the medications themselves when possible.

Staff, students and all other individuals are prohibited from possessing or administering any medication that is illegal pursuant to state or federal law on district grounds, on district transportation or during district activities. The superintendent or designee is authorized to obtain a legal opinion from the district's attorney when there is a question regarding the legality of administering any medication.

Medical Marijuana and Cannabidiol (CBD) Oil

The district does not permit the possession or administration of marijuana or marijuana-infused products for medicinal purposes on district property or at district events since these products are prohibited under federal law.

In accordance with state law, parents/guardians with a valid hemp extract registration card may possess CBD oil on district property for the purpose of administering it to their students who are less than 18 years old for the treatment of epilepsy. Students 18 and older with a valid hemp extract registration card may possess CBD oil on district property for the limited purpose of bringing it to the health office where it will be stored with other medications and administered to the student by the nursing staff for the treatment of epilepsy. Students who have an actual prescription for a medication containing CBD will be permitted to possess and administer the prescription medication in accordance with this policy.

When applicable, district staff will administer prescription medication containing CBD in the same manner used to administer other prescription medication.

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

A student with an IEP or Section 504 plan may possess and self-administer medications in accordance with the IEP or Section 504 plan. Students who do not have an IEP or Section 504 plan may possess and self-administer medications in accordance with 1) or 2) below:

1. Students with Diabetes: Upon written request of the parent/guardian and upon authorization by a student's diabetes medical management plan, the district will permit a student with diabetes to perform blood glucose checks, administer insulin through the student's insulin delivery systems, treat hypoglycemia and hyperglycemia, and otherwise attend to the care and management of the student's diabetes. The district will permit the student to possess on his or her person at all times all necessary supplies and equipment to perform these monitoring and treatment functions. The student shall have access to a private area for performing diabetes care tasks should the parent/guardian or student request such access. Students with diabetes who wish to possess and self-administer medications are subject to the same requirements (below) as students with other health conditions.
2. Students with Other Chronic Health Conditions: Students may possess and self-administer medications for the treatment of asthma, anaphylaxis and other chronic health conditions in accordance with this policy and law. No student will be permitted to possess a class II narcotic. The district will not permit students to possess and self-administer medications unless all of the following requirements are met:
    - The medication was prescribed or ordered by the student's physician.
    - The physician has provided a written treatment plan for the condition for which the medication was prescribed or authorized that includes a certification that the student is capable of and has been instructed in the correct and responsible use of the medication and has demonstrated to the physician or the physician's designee the skill level necessary to use the medication.
    - The student has demonstrated proper self-administration technique to

the school nurse.

- student's parent/guardian has signed a statement authorizing self-administration and acknowledging that the district and its employees or agents will incur no liability as a result of any injury arising from the self-administration of such medication unless such injury is a result of negligence on the part of the district or its employees or agents.

Permission to possess and self-administer medications may be revisited if there is evidence that the student is not handling or administering the medication appropriately or that the student's actions may be harming his or her own health or the health and safety of others.

Emergency Medications
All student-occupied buildings in this district are equipped with prefilled epinephrine auto syringes. The school nurse or another employee trained and supervised by the school nurse may administer this medication when they believe, based on training, that a student is having a serious or life-threatening reaction or episode. A prescription or written permission from a parent/guardian is not necessary to administer this medication in an emergency situation.

Epinephrine will be administered only in accordance with written protocols provided by an authorized prescriber. The Board will purchase an adequate supply of prefilled epinephrine auto syringes based on the recommendation of the school nurse, who will be responsible for maintaining adequate supplies based on previous use levels and replacing expired syringes and medications.

The school principal or designee will maintain a list of students who cannot, according to their parents/guardians, receive epinephrine. A current copy of the list will be kept with the devices at all times.

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

Administrative Procedure JHCD-AP1 Administration of Medication to Student

Most Recent Adoption/Revision Date 04/17/2006

Definitions
Medications -- For the purposes of this procedure, medications include prescription drugs and over-the-counter drugs, including herbal preparations and vitamins. Medications also include substances that claim or purport to be medicinal or performance enhancing.
Authorized Prescriber -- Includes a health care provider licensed or otherwise authorized by state law to prescribe medication.

Medication Administration

1. All medications must be delivered to the school principal or designee by the parent/guardian in a properly labeled container from the pharmacy or in the manufacturer's original packaging.
2. All medications must be accompanied by a written administration request from the parent/guardian.
3. Medications will be stored in an environmentally appropriate locked area to which the school nurse and school principal have keys.
4. The school nurse will maintain proper documentation of all medications and their administration. Documentation will minimally include the:
    a. Student's name.
    b. Prescriber's name.
    c. Pharmacy.
    d. Prescription number.
    e. Name of the medication.
    f. Dosage.
    g. Date and time administered.
    h. Reasons for *not* giving medications as prescribed (e.g., vomiting, spills, refusal).
    i. Name and signature of person who actually administered the medication.
5. Students shall be provided privacy when receiving medications.
6. The school nurse will work with the student, parents/guardians and teachers in determining how best to deliver the medication to the student during the school day.
7. If the district maintains epinephrine premeasured auto-injection devices, a list of students whose parents/guardians indicate that they cannot receive epinephrine will be kept with the devices.

Handling and Disposal of Medications

1. Schedule II controlled substances shall be inventoried upon receipt and daily by the person administering the drug.
2. The record of the drug count shall be maintained in a log or on the student's medication record.
3. Any count discrepancies shall be reported to the school nurse for further investigation.
4. Controlled substances shall be kept in double-locked storage, such as a locked box within a locked cabinet, to which the school nurse and the school principal or designee shall have keys.
5. Expiration dates on all medications will be checked on a routine basis.
6. Parents/Guardians may retrieve their student's medications from the school at any time during school hours.
7. When possible, all unused, discontinued or expired medication shall be returned to the parent/guardian and the return documented.
8. The school nurse may destroy medications if the parent/guardian consents, if a witness observes and if the destruction is properly documented.
9. All medications shall be returned to the parent/guardian or destroyed at the end of the school year.

Administrative Procedure EHB-AP1 TECHNOLOGY USAGE

(TECHNOLOGY SAFETY)
Most Recent Adoption/Revision Date 06/22/2020

Student Users
All student users and their parents/guardians must sign or electronically consent to the district's User Agreement prior to accessing or using district technology resources, unless otherwise excused by this policy or the superintendent or designee. Students who are 18 or who are otherwise able to enter into an enforceable contract may sign or consent to the User Agreement without additional signatures. Students who do not have a User Agreement on file with the district may be granted permission to use the district's technology resources while on campus by the superintendent or designee.

Employee Users
No employee will be given access to the district's technology resources unless the employee agrees to follow the district's User Agreement prior to accessing or using the district's technology resources. Authorized employees may use the district's technology resources for reasonable, incidental personal purposes as long as the use does not violate any provision of district policies or procedures, hinder the use of the district's technology resources for the benefit of its students or waste district resources. Any use that jeopardizes the safety, security or usefulness of the district's technology resources or interferes with the effective and professional performance of the employee's job is considered unreasonable. Unless authorized by the employee's supervisor in advance, employees may not access, view, display, store, print or disseminate information using district technology resources that students or other users could not access, view, display, store, print or disseminate.

External Users
Consultants, legal counsel, independent contractors and other persons having business with the district may be granted user privileges at the discretion of the superintendent or designee after consenting to the district's User Agreement and for the sole, limited purpose of conducting business with the school. External users must abide by all laws, district policies and procedures.

General Rules and Responsibilities
The following rules and responsibilities will apply to all users of the district's technology resources:

1. Applying for a user ID under false pretenses or using another person's ID or password is prohibited.
2. Sharing user IDs or passwords with others is prohibited, and users will be responsible for any actions taken by those using the ID or password. A user will not be responsible for theft of passwords and IDs, but may be responsible if the theft was the result of user negligence.
3. Deleting, examining, copying or modifying files or data belonging to other users without their prior consent is prohibited.
4. Mass consumption of technology resources that inhibits use by others is prohibited.
5. Use of district technology for soliciting, advertising, fundraising, commercial purposes or financial gain is prohibited, unless authorized by the district. Use of district technology

resources to advocate, support or oppose any ballot measure or candidate for public office is prohibited.

6. Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.
7. Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
8. The district prohibits the use of district technology resources to access, view or disseminate information that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, or pervasively indecent or vulgar.
9. Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.
10. The district prohibits the use of district technology resources to access, view or disseminate information that constitutes 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); presents a clear and present likelihood that, because of their content or their manner of distribution, they will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful district policies and procedures.
11. The district prohibits any use that violates any person's rights under applicable laws, and specifically prohibits any use that has the purpose or effect of discriminating against or harassing any person on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information, pregnancy or use of leave protected by the Family and Medical Leave Act (FMLA).
12. The district prohibits any unauthorized intentional or negligent action that damages or disrupts technology, alters its normal performance or causes it to malfunction. The district will hold users responsible for such damage and will seek both criminal and civil remedies, as necessary.
13. Users may only install and use properly licensed software and audio or video media purchased by the district or approved for use by the district. All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license and approved by the district.
14. At no time will district technology or software be removed from district premises, unless authorized by the district.
15. All users will use the district's property as it was intended. Technology resources will not be moved or relocated without permission from a building administrator. All users will be held accountable for any damage they cause to district technology resources.

Technology Security and Unauthorized Access

1. All users shall immediately report any security problems or misuse of the district's technology resources to a teacher or administrator.
2. Use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.

3. Use of district technology to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited.
4. The unauthorized copying of system files is prohibited.
5. Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any district technology are prohibited.
6. Users will be granted access privileges to district technology resources as determined appropriate by the superintendent or designee. Any attempt to secure a higher level of privilege without authorization is prohibited.
7. The introduction of computer viruses, hacking tools or other disruptive or destructive programs into a district computer, network or any external networks is prohibited.

Online Safety and Confidentiality

Curricular or non-curricular publications distributed using district technology will comply with the law and Board policies on confidentiality.

All district employees will abide by state and federal law, Board policies and district rules when using district technology resources to communicate information about personally identifiable students. Employees will take precautions to prevent negligent disclosure of student information or student records.

All students will be instructed on the dangers of sharing personal information about themselves or others over the Internet and are prohibited from sharing such information unless authorized by the district. Student users shall not agree to meet with someone they have met online without parental approval and must promptly disclose to a teacher or another district employee any message the user receives that is inappropriate or makes the user feel uncomfortable.

Electronic Mail and Messaging

A user is responsible for all e-mail and other electronic messages originating from the user's e-mail or other electronic messaging accounts.

1. Forgery or attempted forgery of electronic messages is illegal and prohibited.
2. Unauthorized attempts to read, delete, copy or modify electronic messages of other users are prohibited.
3. Users are prohibited from sending unsolicited mass email or other electronic messages. The district considers more than 25 addresses per message, per day a violation, unless the communication is a necessary, employment-related function or an authorized publication.
4. When communicating electronically, all users must comply with district policies, regulations and procedures and adhere to the same standards expected in the classroom.
5. Users must obtain permission from the superintendent or designee before sending any districtwide electronic messages.

Communication Devices

Employees and others to whom the district provides mobile phones or other electronic communication devices must use them professionally and in accordance with district policies, regulations and procedures. These devices shall not be used in a manner that would distract the employee or other user from adequate supervision of students or other job duties.

Exceptions

Exceptions to district rules will be made for district employees or agents conducting an investigation of a use that potentially violates the law, district policies or procedures. Exceptions will also be made for technology administrators who need access to district technology resources to maintain the district's resources or examine and delete data stored on district computers as allowed by the district's retention policy.

Waiver
Any user who believes he or she has a legitimate educational purpose for using the district's technology in a manner that may violate any of the district's policies, regulations or procedures may request a waiver from the building principal, superintendent or their designees. In making the decision to grant a waiver to a student, the administrator shall consider the purpose, age, maturity and level of supervision involved.

Policy KKB AUDIO AND VISUAL RECORDING

Most Recent Adoption/Revision Date 04/18/2022

Definitions
Audio Recording – Registering sounds on tape, digitally or by other mechanical or electronic means.
Recording – For the purposes of this policy, "recording" means audio and visual recording.
Visual Recording – Registering visual images on film, tape, digitally or by other mechanical or electronic means.

General Rule
The district may create audio and visual recordings on district property, on district transportation or at district activities for:

1. Providing security;
2. Maintaining order;
3. Professional staff development;
4. Educational purposes; and
5. Other purposes related to furthering the educational mission of the district.

However, because the district predominantly serves minors, is subject to a number of confidentiality laws, respects parent/guardian and community privacy concerns and seeks to minimize disruption to the education environment, the district prohibits other persons or entities from making audio or visual recordings unless authorized in this policy.

Administrator Authority
The superintendent or designee has the authority to authorize audio and visual recording on district property or at a district activity. Likewise, even if recording is authorized under this policy, the superintendent or designee may prohibit any person or entity from recording:

1. To protect privacy interests;
2. To comply with copyright or other licensing or intellectual property limitations;
3. If the recording creates a disruption to the education or working environment;
4. If the recording is done in a location where a person may be in a state of undress; or
5. For other legitimate reasons as determined by the superintendent or designee.

Board Meetings, Performances and Activities Open to the General Public
The district allows audio and visual recording at performances, events and activities that the general public is invited to attend (such as athletic competitions, concerts and plays, open board meetings and board committee meetings) as long as district guidelines applicable to those events are followed and unless recording is prohibited by licensing or other intellectual property laws.

Events Sponsored by Individuals or Entities Authorized to Rent or Use District Facilities
The district may allow audio and visual recording of events or activities sponsored by an outside entity authorized to use or rent district facilities if permitted by the event sponsor.

Research and Educator Preparation
With permission from the superintendent or designee, staff and students may be recorded for research purposes or by preservice education professionals for evaluation purposes. Consent from all relevant parties must be secured when required by law.

Recording by the Media
The media may make audio or visual recordings on district property or at district events as authorized by the superintendent or designee.

Recording by Students
In addition to other recording authorized in this policy, students may make audio and visual recordings on district property or at district activities if allowed by a teacher or activity sponsor as part of the class or activity or as permitted by the principal, superintendent or designee. Students may be disciplined, excluded from district activities and prohibited from attending with a phone or other recording device if the student makes recordings in violation of this policy and other district rules regarding recording.

Recordings by Parents/Guardians or Family Members of Students
In addition to other recording authorized in this policy, parents/guardians or family members of students may be allowed to record performances or events to which only parents/guardians or family members are invited, such as family nights and graduation celebrations, at the discretion of the principal, superintendent or designee. However, the recording must respect the privacy of other students and families present.

Recording by District Employees and Agents
District employees and agents may make and use audio or visual recordings for professional staff development use, for educational purposes or for other purposes related to furthering the educational mission of the district when authorized by the principal, superintendent or designee. Otherwise, recording is prohibited. Recordings obtained while acting as a district employee or agent may not be used for personal purposes or posted on social media unless authorized by a supervisor.

Recording Meetings
In general, the district prohibits the recording of employee meetings and meetings between employees and parents/guardians unless authorized by the superintendent or designee.

Recording Meetings under the IDEA or Section 504

A student's parent or legal guardian may audio record any meeting about the student held under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973, including individualized education program (IEP) and Section 504 meetings. The parent or legal guardian seeking to record must notify the district at least 24 hours prior to the time the meeting is scheduled to occur. Recordings made by the parent/guardian will remain the property of the parent/guardian, but the district may make its own recording. Everyone present during a recorded meeting must be notified that the meeting is being recorded unless the recording is done in such a manner that it is obvious to those present that the meeting is being recorded.

Undisclosed Recording or Transmitting
The district prohibits undisclosed recordings where persons involved do not consent to the recording and it is not otherwise obvious that recording equipment is present or being used, unless the superintendent or designee determines in rare circumstances that such recordings are necessary for security reasons. The district prohibits the simultaneous electronic transmission of any conversation by any person to a third party without the consent of all involved in the conversation even if the conversation is not recorded.

Use of Unmanned Aircraft Systems
Anyone seeking to operate unmanned aircraft systems (UAS) on or over district property or at a district event must receive authorization from the superintendent or designee. Authorization will be granted only when such operation is on behalf of the district, supports the mission of the district or otherwise serves a public purpose.

All UAS with the potential to capture or produce visual images of district property or district events must be operated in accordance with applicable Federal Aviation Administration regulations or safety guidelines.

Policy GBH Staff Student Relations

Most Recent Adoption/Revision Date 12/19/2011

Definitions
Educational Purpose – A reason associated with the staff member's duties in the district including, but not limited to: counseling, the treatment of a student's physical injury, or coordination of an extracurricular activity, depending on the staff member's job description.
Staff Member – For the purposes of this policy, a staff member is any individual employed by the district, including part-time and substitute employees and student teachers.
Student – Individuals currently enrolled in the Southern Boone County R-I School District.

General
Staff members are expected to maintain courteous and professional relationships with students. All staff members have a responsibility to provide an atmosphere conducive to learning through consistently and fairly applied discipline and the maintenance of physical and emotional boundaries with students. These boundaries must be maintained regardless of the student's age, the location of the activity, whether the student allegedly consents to the relationship or whether the staff member directly supervises the student. Maintaining these boundaries is an essential requirement for employment in the district.

Although this policy applies to the relationships between staff members and district students, staff members who inappropriately interact with any child may be disciplined or terminated when the district determines such action is necessary to protect students.

Absolute Prohibitions

There are some interactions between staff members and students that are never acceptable and are absolutely prohibited including, but not limited to:

1. Touching, caressing, fondling or kissing students in a sexual or sexually intimate manner.
2. Dating a student or discussing or planning a future romantic or sexual relationship with a student. The district may presume that this provision has been violated if a staff member begins a dating or sexual relationship with a student immediately after graduation or immediately after a student has left the district.
3. Making sexual advances toward a student or engaging in a sexual relationship with a student.
4. Engaging in any conduct that constitutes illegal harassment or discrimination as defined in policy AC or that could constitute a violation of that policy if pervasive.
5. Engaging in any conduct that violates Board policies, regulations or procedures or constitutes criminal behavior.

Exceptions to This Policy

The goal of this policy is to protect students from harm and staff members from allegations of misconduct by requiring staff members to maintain professional boundaries with students. The district does not intend to interfere with or impede appropriate interactions between staff members and students.

An emergency situation or an educational purpose might justify deviation from some of the professional boundaries set out in this policy. Likewise, staff members might be related to students or have contact with students outside the school environment through friends, neighborhood or community activities, or participation in civic, religious or other organizations. These contacts might justify deviation from some of the standards set in this policy, but under no circumstance will an educational or other purpose justify deviating from the "Absolute Prohibitions" section of this policy.

The staff member must be prepared to articulate the reason for any deviation from the requirements of this policy and must demonstrate that he or she has maintained an appropriate relationship with the student. To avoid confusion, the district encourages staff members to consult with their supervisors prior to engaging in behaviors or activities that might violate professional boundaries as defined in this policy.

Failure to Maintain Boundaries

Unless an educational purpose exists or an exception as defined in this policy applies, examples of situations where professional physical and emotional boundaries are violated include, but are not limited to:

1. Being alone with a student in a room with a closed or locked door or with the lights off. Counselors or others who need to work with students confidentially must discuss with their supervisors the appropriate manner of meeting with students.

2. Meeting students in nonwork settings without the parent/guardian being present, even if the parent/guardian grants permission.
3. Associating with students in any setting where students are provided, are consuming or are encouraged to use or consume alcohol, tobacco, drugs or any other product or service prohibited to minors.
4. Communicating with students about sexual topics verbally or by any form of written, pictorial or electronic communication.
5. Discussing the staff member's personal problems with or in the presence of students.
6. Sponsoring parties for students outside of school unless as part of an extracurricular activity that is appropriately supervised by additional staff members
7. Inviting students to the staff member's home.
8. Being present when students are fully or partially nude.
9. Sending students on personal errands.
10. Allowing a student to drive the staff member's vehicle.
11. Providing a student (other than the staff member's children, stepchildren or other children living in the staff member's home) transportation in the staff member's personal vehicle without a supervisor's approval, unless another staff member or the student's parent/guardian is also present in the vehicle.
12. Allowing any student to engage in behavior that would not be tolerated if done by other similarly situated students.
13. Giving gifts to individual students without the knowledge of a supervisor.
14. Frequently pulling a student from another class or activity to be with the staff member.

Electronic Communication

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

The district's policies, regulations, procedures and expectations regarding in-person communications at school and during the school day also apply to electronic communications for educational purposes, regardless of when those communications occur. Staff communications must be professional, and student communications must be appropriate. Staff members may only communicate with students electronically for educational purposes between the hours of 6:00 a.m. and 10:00 p.m. Staff members may use electronic communication with students only as frequently as necessary to accomplish the educational purpose.

1. When communicating electronically with students for educational purposes, staff members must use district-provided devices, accounts and forms of communication (such as computers, phones, telephone numbers, e-mail addresses and district-sponsored webpages or social networking sites), when available. If district-provided devices, accounts and forms of communication are unavailable, staff members communicating electronically with students must do so in accordance with number two below. Staff members may communicate with

students using district-provided forms of communication without first obtaining supervisor approval. These communications may be monitored. With district permission, staff members may establish websites or other accounts on behalf of the district that enable communications between staff members and students or parents/guardians. Any such website or account is considered district sponsored and must be professional and conform to all district policies, regulations and procedures.

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

Consequences

Staff members who violate this policy will be disciplined, up to and including termination of employment. Depending on the circumstances, the district may report staff members to law enforcement and the Children's Division (CD) of the Department of Social Services for further investigation, and the district may seek revocation of a staff member's license(s) with the Department of Elementary and Secondary Education (DESE).

Reporting

Any person, including a student, who has concerns about or is uncomfortable with a relationship or activities between a staff member and a student should bring this concern immediately to the attention of the principal, counselor or staff member's supervisor. If illegal discrimination or harassment is suspected, the process in policy AC will be followed.

Any staff member who possesses knowledge or evidence of possible violations of this policy must immediately make a report to the district's administration. All staff members who know or have reasonable cause to suspect child abuse shall immediately report the suspected abuse in accordance with Board policy. Staff members must also immediately report a violation or perceived violation of the district's discrimination and harassment policy (AC) to the district's nondiscrimination compliance officer. Staff members may be disciplined for failing to make such reports.
The district will not discipline, terminate or otherwise discriminate or retaliate against a staff member for reporting in good faith any action that may be a violation of this policy.

Training
The district will provide training to district staff that includes current and reliable information on identifying signs of sexual abuse in children and potentially abusive relationships between children and adults. The training will emphasize legal reporting requirements and cover how to establish an atmosphere where students feel comfortable discussing matters related to abuse.

Policy JHCB Immunizations of Students

Most Recent Adoption/Revision Date 03/15/2021

It is the policy of the Southern Boone County R-I School District that all students attending the district schools shall be immunized in accordance with law.

The district will not allow a student to attend school until the district has satisfactory evidence on file demonstrating that the student has been immunized, that the immunization process has begun and satisfactory progress is being accomplished or that the student is exempted from obtaining immunizations in accordance with law.

Immunization Exceptions
A student is exempted from obtaining immunizations if the district has the completed, original forms from the Missouri Department of Health and Senior Services (DHSS) necessary to prove that the student will not be immunized for religious or medical reasons. An exemption for medical reasons requires certification by a licensed doctor of medicine or doctor of osteopathy that either the immunization would seriously endanger the child's health or life or that the child has documentation of laboratory evidence of immunity to the disease. An exemption for religious reasons requires written certification from one parent/guardian that immunization of the student violates his or her religious beliefs.

Homeless students, students in the custody of the Children's Division (CD) of the Department of Social Services and students in the household of an active duty member of the military who do not have an exemption and cannot provide evidence of having received immunizations required under Missouri law shall be immediately enrolled and given 30 days to provide satisfactory evidence that the student has completed all age-appropriate immunizations or has begun the process of immunization. If the student has begun the process of immunization, the student may continue to attend as long as the process is being accomplished according to the schedule recommended by DHSS.

Failure to Provide Evidence of Required Immunizations

The district will exclude from school all students who are not immunized or exempted as required by law.
The district must report to DHSS the names of any parents/guardians who neglect to immunize their student or refuse to permit the immunization of a non exempt student. The district will also report to the CD any instance of educational or medical neglect.
Pursuant to law, any contacts with parents/guardians regarding immunizations will also include information about influenza and influenza vaccines.

District-Sponsored Preschool, Daycare Centers and Nursery Schools
No child is permitted to enroll in or attend district-sponsored preschools, daycare centers or nursery schools until the district has satisfactory evidence demonstrating that the child has been immunized unless:

1. There is satisfactory proof that immunizations are in progress and that the process is being accomplished in accordance with the schedule recommended by DHSS; or
2. The student is homeless or in the custody of the CD and cannot provide satisfactory evidence of required immunizations. Such students will be given 30 days to provide satisfactory evidence of completion or evidence that immunizations are in process.
3. A parental, medical or religious exemption is on file. Exemptions must be on original forms from DHSS.

Upon request from a parent/guardian of a student enrolled in or attending district-sponsored preschools, daycare centers or nursery schools, the district will inform the parent/guardian whether any student enrolled or currently attending the facility in which the district-sponsored preschool, daycare center or nursery school is located has an immunization exemption on file. The district will verify only whether any student has an exemption on file. The district will not release any information that would identify a particular student with an exemption or a particular type of exemption.

The district will notify parents/guardians at the time of initial enrollment of their student in district-sponsored preschools, daycare centers or nursery schools that they may request notice from the district as to whether any students currently enrolled in or attending the facility have an immunization exemption on file with the district.

Records
The superintendent or designee shall institute procedures for the maintenance of health records that show the immunization status of every child enrolled or attending in the district and for the completion of all necessary reports in accordance with guidelines prepared by DHSS.