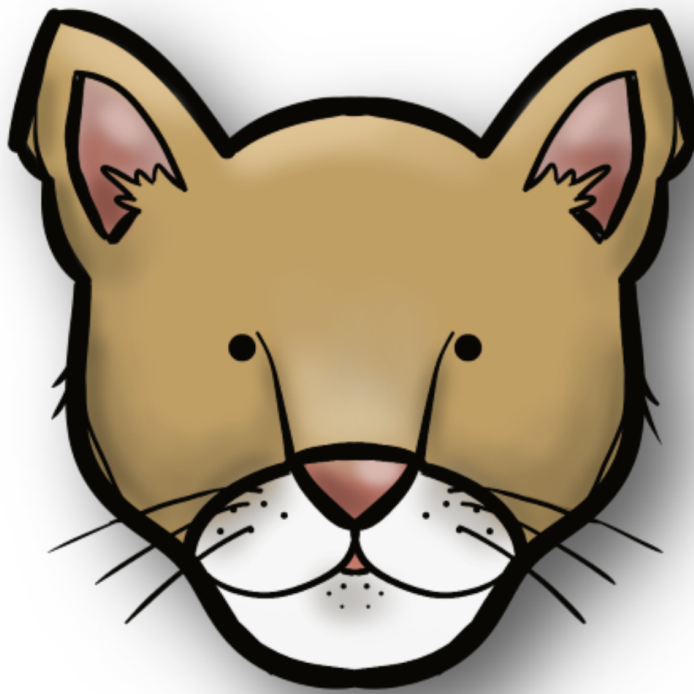


Primary/Elementary Student Handbook 2023-2024



Kingston K-14 School District

KINGSTON PRIMARY/ELEMENTARY PARENT-STUDENT HANDBOOK

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Kingston K-14 Mission Statement

The Kingston K-14 School District ensures that every student will experience success by providing an environment that encourages everyone to keep learning, inspire pride, promotes dreaming boldly, and offers support to all students, staff, and community members.

Kingston K-14 Vision Statement

Within the next five years, Kingston K-14 will be one of the top-academically performing districts in the state by creating a community of learners who strive for success and work together to proudly achieve their goals.

Our Core Values

Keep Learning through: collaboration, engagement, cooperation, lifelong learning, motivation and goal-setting

Inspire Pride through: a clean, organized campus, school spirit, celebration and recognition, and participation.

Promote **Dreaming Boldly** through: goal setting, encouragement, taking risks, celebrating even small successes.

Support Others through: communication, acceptance, empathy, love, honesty, and mercy.

WEBPAGE

Check out our school webpage at www.kingston.k12.mo.us to find information about lunch menus, upcoming events, the latest postings on our Twitter feed, and other general school or building information. We also have a Facebook page at Kingston K-14 School District-Home of the Cougars and a PK-5 Facebook page at CougarCubs14.



WELCOME TO KINGSTON ELEMENTARY

On behalf of the Kingston staff, welcome back to school! It is an honor and privilege to be at the service of the outstanding students and parents that make up our community. There is a lot of excitement ahead of us, including new teachers to meet, new books to read, and new friends to make.

We look forward to another great school year where we can work together to ensure your child's success. Education and safety receive the highest priority in all that we do in our school community. Our goal for our students is to help them reach their highest potential and prepare them for the future. We will work hard to create and maintain an environment that allows students to be risk takers and critical thinkers, challenging them to become successful contributors to society.

We strongly believe that children are most successful in school when parents, school staff members, and students work together to ensure academic success. We encourage you to take part in your child's education by inquiring about their time spent in school. Ask your child about their friends and teachers. Encourage your child to read at least 20 minutes every night.

Together we can all work to make this a great school year!

Sincerely,
Mrs. Marlene King
Primary Principal

Sincerely,
Mrs. Misty Gullett
Elementary Principal

BOARD OF EDUCATION FOR KINGSTON K-14 SCHOOL DISTRICT

President
Vice President
Secretary
Treasurer
Member
Member
Member

Mrs. Bonnie Daugherty
Mr. Kevin Missey
Mrs. Brenda Horton
Mr. Joshua Barton
TBD
Mrs. Katie Pyatt
Mr. William Sampson

2023-2024 STAFF

Primary Principal:	Marlene King
Elementary Principal:	Misty Gullett
Primary Counselor:	Amy Kearney
Elementary Counselor:	Stacy King
Secretaries:	Janet Bourbon and Dena Wilkinson
Preschool:	Angela Francis and Lana Mouser
Kindergarten:	Jennifer Burton, Britney Niggemann, Kristen McCloy, Audra Pinson, and Olivia Wells
First Grade:	Kirsten Hickman, Tammy Randall, Sheila Ratcliff, and Christy Ward
Second Grade:	Sophie Harris, Shannon Gann, and Tricia Taylor
Third Grade:	April Byrd, Bryonna Harmon, and Julie Spahr
Fourth Grade:	Suzanne Merklin, Matt Merseal, and Taylor Nengel
Fifth Grade:	Sarah Dicus, Olivia Nahlik, and Kent Mathes
Art:	Annabelle Hicks
Music:	Kelly Clark
PE/Health:	Danielle Hawn and Kyle Nettles
Library:	Christian Moulton
Title 1 Math:	Kim Phegley
Title 1 Reading:	Marcia Bone, Jennifer Saunders, Brenda Solomon, and Lela Thompson
Special Education Director/ Title IX Investigator:	Robi Pennock
Process Coordinator:	Erica Hankins
Special Education Teachers:	Britney Blair, Larry Ettinger, Kristen McCloy, and Tina Miller

Speech Language Pathologist:	Anna-Liza Ettinger
Parents As Teachers:	Christina Pruneau
Primary/Elementary Nurse:	Chris Conway
Junior High/High School Nurse:	Dawn Frankenbach
School Resource Officer:	Jonie Boyer

All information found in this handbook is supported by Board Policies which can be accessed on our school webpage at: www.kingston.k12.mo.us
Click on the links for District, Board of Education, Policies and Regulations.

DAILY SCHEDULE – Monday, Tuesday, Wednesday, Thursday, Friday

Doors will open at 7:15 a.m.

Students should be dropped off in front of the elementary and should go directly to their homeroom upon arrival.

Students arriving after 7:45 a.m. must be signed in by a parent/guardian. Students may miss the opportunity to eat breakfast. If students arrive late because of bus problems, they will be served breakfast.

School day begins at 7:45 a.m.

Students arriving by car after 7:45 a.m. are marked tardy. These students must be signed in at the office by a parent or guardian. If a student is not signed in, they will be counted absent. If a student is not in their class when attendance is taken, they will be marked late. Excessive tardiness/lateness is a cause for concern because it puts students behind to start the school day.

School is dismissed at 2:50 p.m.

Students are dismissed to the buses in front of the building. Parent pick-up is behind the building at the gymnasium.

Early dismissals are at 12:15 p.m.

AFTER SCHOOL PROGRAM-Kingston will have an after school program as long as the grant continues to be funded by the state.

2:55 p.m.	After-School Program begins.
5:00 p.m.	Buses start loading to take after-school students who are not being picked up by their parents to their homes.
5:45 p.m.	All remaining students must be picked up by their parents or guardians.
6:00 p.m.	After-School program ends.

The District will not be responsible for supervising students outside the stated times. Please do not drop off or leave children at the school during unsupervised periods.

ARRIVAL/DISMISSAL PROCEDURES

All Students must be dropped off in the front of the Elementary Building after 7:15 a.m. Classes start at 7:45 a.m.

Students will not be released from school to anyone other than parent(s)/guardian(s) without permission from parent(s)/guardian(s). Permission may be granted with a written note from a parent or guardian, or with a phone call from the parent/guardian only if the caller can be positively identified as the student's parent or guardian. Any person requesting release of a student must present proper identification prior to release of the student.

Students who are NOT to be released to a parent/or another person must have a court order on file in the office. Exceptions must have prior approval by the principal.

Students attending special, after-school functions must have written permission from parent(s)/guardian(s) and the supervising teacher in order to stay. Students staying for reading programs, math assistance, boy scouts, girl scouts, after-school child care, etc. must have a written note or signed permission slip/form. Again, students will always be required to make prior arrangements for staying to attend special programs.

For the safety of everyone, if you plan to pick your child up or change the regular dismissal of your child, **you must notify the office before 2:00p.m. Late changes will not be accepted.**

You must come into the office foyer and sign students in or out unless you have notified the school by phone or in writing. Permanent sign-out status is available for parent pick-up. If you unexpectedly need to pick up your child/children from school, notifying the office **before 2:00 p.m.** will allow time to notify the child/children and keep them off the buses. Once a student is on a bus, we cannot remove them unless it is an emergency.

ASSISTANCE FOR DIVERSE STUDENTS

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 migrant workers, and neglected or delinquent students. For more information, contact your building principal or school guidance counselor. They will put you in contact with the appropriate program coordinator.

ATTENDANCE

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

All students are expected to attend school regularly and be on time for classes in order to receive the maximum benefit from their classroom instruction. This sets the tone for developing good habits of

punctuality, self-discipline, and responsibility. Students who have good attendance generally achieve higher grades, enjoy school more, and are desirable employees after leaving high school. Poor attendance is directly related to poor progress, failure, and drop-outs. Students with 10 (ten) or more absences (excused or unexcused) for the school year can be considered for retention or loss of credit (5 absences for semester classes).

Parents are responsible for notifying the appropriate grade level building secretary by 9:00 a.m. each day their child will be absent from school. By verifying the absence, the student will have the opportunity to complete and receive credit for their assignments. Students who are absent from school without notifying the office or without their parents' knowledge/permission may be considered truant and may be referred to Washington County's Juvenile Office. Truancy is a legal issue and will be dealt with accordingly. Truancy includes leaving the classroom without permission, leaving school campus without permission, and/or not signing out in the office.

When a student is absent and a parent calls to notify the school, the absence is verified, *but not excused*. Pre-planned absences are also verified absences, *not excused*. This attendance policy includes students arriving late (tardy) beyond the expected time for school to begin, as well as leaving school prior to the conclusion of regular school hours.

Absences will be excused after proper documentation has been submitted. **Acceptable documentation for excused absences:** a doctor's note for the individual student, a dentist's note for the individual student, notice from a funeral director for immediate family only (to include siblings, parents, grandparents, aunts, uncles), or a court docket containing the student's name.

The following absences will be excused. Documentation must be provided as indicated.

1. Illness or injury of the student, with written excuse from the parent.
2. Illness or injury of a member of the student's family when the student's presence is necessary or expected, with written excuse from the parent.
3. Medical appointments, with written appointment confirmation by medical provider.
4. Funeral, with written excuse from the parent. The principal may require a program or other evidence of attendance as additional verification.
5. Religious observances, with a written excuse from the parent.
6. Other appointments that cannot be scheduled outside attendance hours, such as court appearances, with written excuse from the parent.
7. Out-of-School suspension.
8. Visits with a parent or legal guardian who is an active duty member of the military who has been called to duty for, is on leave from, or is immediately returned from deployment to a combat zone or combat support posting, with permission of the superintendent or designee.

All other absences and any absence for which required documentation is not provided are unexcused.

The district will contact the Children's Division (CD) of the Department of Social Services or the local prosecutor in cases where the district has a reasonable suspicion that a student's lack of attendance constitutes educational neglect on the part of the parents or that parents are in violation of the compulsory attendance law. No such action will be taken unless other strategies and interventions have been implemented and proven ineffective.

Unacceptable documentation/unexcused absences: documentation from a medical doctor, dentist, orthodontist, optometrist, etc. for any individual other than the student, documentation from the parent/guardian, pre-planned vacations/trips with prior written notice, driver's exams.

Students who accumulate 3 absences (excused or unexcused) in a single class period will receive a **STEP-1** letter informing parents of their child's absences. Students who accumulate 8 absences (excused or unexcused) in a single class period will receive a **STEP-2** letter informing the parents of the absences and will be required to schedule a conference with the school social worker and the grade level principal. Students will attend Academic Support, as deemed by the school administration until the five-day conference is held.

Students who accumulate 10 absences (excused or unexcused) or (5 in a semester class) in a single class period will receive a **STEP-3** letter and may receive no credit/grade. Students who accumulate 10 absences will be required to attend summer school in order to earn the grade/credit.

Excessive Absences

Students who accumulate **more** than 10 absences (*excused or unexcused*) will be referred to the Washington County Juvenile Office and the Prosecuting Attorney. These students will be required to attend summer school in order to earn the grade/credit.

Any student who misses ten (10) consecutive days without notification to the office will be withdrawn. A parent/guardian **must** be present to reinstate the withdrawn student.

Attendance Committee

In the event that a student will not earn his/her grades/credit due to excessive absenteeism, he/she may appeal to the Attendance Committee **one time per school year** to have grades/credits reinstated. It is the responsibility of the student and/or parent to contact the school-based social worker to arrange a meeting with the Attendance Committee. A student may not appear before the Attendance Committee without a parent/guardian unless they are 18 years of age or older. The Attendance Committee will meet on the second Tuesday of every month at 3:15 or as needed. A student may appeal the Attendance Committee's decision to the Superintendent of Schools, Dr. Lee Ann Wallace. This appeal must be submitted in writing within 48 hours of receiving the Attendance Committees' conclusion.

BEHAVIOR INTERVENTION PROGRAM

The Behavior Intervention Program was designed to assist students with behavior strategies to make them successful in the regular school day. A behavior intervention program will be developed for that student as a guide to correct the negative behavior. Once the student has been assigned to this program, he/she will be required to attend an after-school session to work on those assigned strategies. The session will run from 2:55 to 5:15 p.m. Students' may ride the Cougar College Bus home. The Cougar College bus will only be available if the state funds the after-school program.

PBIS BEHAVIOR MATRIX



KINGSTON ELEMENTARY MATRIX



ALL SETTINGS	CLASSROOM	HALLWAY/ STAIRWELL	CAFETERIA	BATHROOM	EXTRA CURRICULAR /	PLAYGROUND	BUS	DIGITAL CITIZENSHIP
RESPECTFUL -Show your Cougar Pride -Cooperate -Treat others & properly with care -Use kind actions & words	-Raise your hand -Be a team player	-Stay Silent -Stay Spaced -Stay Straight	-Use good manners	-Stay quiet -Allow others privacy	-Listen to the speaker -Quiet feet on the bleachers	-Share -Be a good sport	-Use partner voices (voice level 1) -Take care of property	-Think before you post -Treat others how you want to be treated online and face to face -Respect each other's ideas and opinions
RESPONSIBLE -Follow directions -Keep it clean -Be honest and accept consequences -Keep body in own space	-Complete all work -Be a problem solver -Be on time	-Keep it clean	-Eat only the food on your tray	-Flush the toilet -One squirt of soap -Wash your hands	-Be on time	-Step and line up when the whistle blows -Care for and return equipment	-Get off at your designated spot	-Communicate responsibly and kindly with others -Report hurtful or inappropriate behavior -Balance the time using technology
SAFE -KAHHAHOOTY -Report any problems -Stay in designated area	-Use materials correctly -Sit in your chair properly -Stay in your area	-Stay on the right side of the hallway/stairwell -Take one step at a time -Face forward	-Sit on your bottom -Turning to table	-Keep water in the sink -Keep feet on the floor	-Stay in your own area	-Watch for traffic -Use appropriate contact -Be aware of moving suitings -Down the slide & up the steps -Keep rock/match/	-Stay seated on your bottom -Keep the aisle clear	-Keep personal information private -Speak up when you notice inappropriate content online -Keep your passwords private

BIRTHDAY PARTIES, FLOWERS, BALLOONS, AND/OR GIFTS

If you want to honor your child's birthday you are asked to bring prepackaged, store-bought items to school in the morning so the teacher can hand it out to the students in the classroom or at recess (at her/his discretion). We discourage sending flowers, balloons, and/or other gifts to the school. If delivered, such items will be held in the office until the end of the day.

These items are not allowed on the bus; so if sent, the item should be picked up by parents.

BULLYING

General

In order to promote a safe learning environment for all students, the Kingston K-14 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. Bullying report forms can be found in this handbook and also on the K-14 Website.

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 the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or another 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 anti-discrimination 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.



ONLINE BULLYING FORM

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 anti bullying 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:

1. The procedure for reporting bullying.
2. The harmful effects of bullying.
3. Any initiatives the school or district has created to address bullying, including student peer-to-peer initiatives.
4. 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:

1. Cultivating the student's self-worth and self-esteem.
2. Teaching the student to defend him or herself assertively and effectively without violence.
3. Helping the students develop social skills.
4. 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.

BUS CONDUCT

All students are expected to fully comply with district bus rules. These rules apply every time the student rides the bus and for the entire bus trip to and from school. Inappropriate behavior on a school bus is not allowed and will be given immediate attention by the driver and principal. A classroom standard of conduct and cooperation is also expected on the school bus. Bus drivers have the authority to enforce bus rules. The drivers will complete conduct reports when necessary.

Any behavior by a student on a district-owned bus and/or contracted bus shall be disciplined in the same manner as if it had been at school. In addition, bus-riding privileges can be suspended and/or revoked. Students are reminded that any intentional abuse and/or destruction of school property (on or off buses) will result in suspension and/or loss of transportation privileges for a specified period of time and the student will be required to pay for repair of damage to the property. Bus drivers will offer rules for behavior on the bus. Drivers will attend any conferences with parents and students concerning discipline of bus conduct. Parent(s)/guardian(s) will be notified of their child's bus misconduct or suspension.

Expected Student School Bus Behavior

- Regular school rules apply.
- Load and unload at your designated stop.
- Keep all parts of your body and personal belongings inside the bus.
- Keep the aisles clear.
- Listen to and follow the bus driver's directions.
- Use kind words and appropriate language.
- Use appropriate voice level.
- Take care of property.
- Stay seated on your bottom.

BUS MISCONDUCT:

1. Disrespect and/or rudeness toward driver
2. Fighting, hitting, punching, pinching
3. Destruction of property – including, but not limited to mutilating or vandalizing seats or other parts of the bus
4. Possession of, use of, or sale of tobacco, drugs, or alcohol
5. Refusal to follow request and/or directive of driver
6. Use of foul, demeaning, and/or disparaging language
7. Violation of safety procedures
8. Use of inappropriate hand or body gestures
9. Pushing, shoving, tripping or otherwise interfering with progression of movement in aisles
10. Spitting and throwing things on the bus or out the windows of the bus.

Students caught vandalizing or otherwise mutilating bus seats will be expected to pay for necessary repairs. The cost to recover a bus seat is approximately \$100.00. Grade cards will not be released until restitution is made.

CONSEQUENCES OF BUS MISCONDUCT

Consequences range from a warning and conference with the principal to suspension to loss of privileges for the year. The transportation director, building principal, or school resource officer may be called to the bus on route if a student's behavior warrants their presence.

BUS LOADING PROCEDURES:

MORNING BOARDING

In the morning, students should be at their bus stops early. Arriving in a timely fashion keeps the bus on schedule.

Students should wait quietly, consider residents, and respect private property.

Students should stay out of the road when waiting for the bus.

AFTERNOON BOARDING

TEACHERS SUPERVISE BUS LOADING AND PARENT PICK UP.

NOTE: Kingston K-14 bus drivers will not drop students in grades K through 2 off at their bus stops unless there is an adult at the bus stop waiting for the child – the exception being if there is an older sibling who gets off the bus at the same time. Drivers will use their discretion about dropping off older children. If they feel it is unsafe for children to be let off without a parent or sibling they will contact the school for advice.

BUS NOTES:

Bus notes will not be accepted. Students will not be allowed to ride buses to stops other than their own. If a student is to be dropped off at a stop other than their normal stop, on their normal route, parents must come into the office or call to make arrangements and permission must be granted from the transportation director and/or principal or their designee.

CAFETERIA RULES AND EXPECTATIONS

Every student is expected to practice good manners including table and eating behaviors. Students are seated by class and dismissed by class.

Rules of courteous behavior and manners while in the cafeteria are:

- Listen to and follow adult instruction.
- Respect food service personnel.
- Use appropriate voice level.
- Eat only the food on your tray.
- Report and clean up spills.
- Respect other people's space.
- Use proper table manners.
- Clean up the area and place trash in trash cans.

CARE OF SCHOOL PROPERTY

Textbooks, library books, school equipment, computers, furniture, and other instructional items and materials are provided for students' use. A certain amount of wear is expected in normal use. Lost and/or damaged textbooks, library books, and other instructional materials damaged beyond normal use will be assessed and the parent(s)/guardian(s) will be charged. The student and/or parents/guardians will pay for damage to school property at replacement costs. Grade cards will not be released until restitution is made.

CELL PHONE/ELECTRONIC/AUDIO-VISUAL EQUIPMENT

The possession and/or unauthorized use of electronic equipment and cellular phones is prohibited on the school campus during the regular school day without the consent of the building principal. Students in possession and/or use of electronic devices and cell phones will have them confiscated. The device will only be released to the student's parent/guardian. Discipline will be assigned based on the discipline policy.

Recording by Students

The Kingston K-14 School District prohibits the use of visual or audio recording equipment on district property or at district activities by students except:

1. If required by a district-sponsored class or activity.
2. At performances or activities to which the general public is invited, such as athletic competitions, concerts, and plays.
3. At open meetings of the Board of Education or committees appointed by or at the direction of the Board.
4. As otherwise permitted by the building principal.

If a student possesses electronic pictures or texts, the district will consider it the same as hard-copy possession.

DISCIPLINE POLICY

DEFINITIONS & CONSEQUENCES OF UNACCEPTABLE BEHAVIORS

This list is not all-inclusive. Parent(s)/Guardian(s) should understand that the circumstances vary and the discipline may vary for different age level students. Discipline for any violation of the Gun-Free Schools Act falls under Federal Guidelines as found in this handbook.

1. Arson: Starting a fire or attempting to start a fire or causing or attempting to cause an explosion.

First Offense: In-school suspension, 1-180 days out-of-school suspension, expulsion, possible referral to juvenile.

Subsequent Offenses: 1-180 days out-of-school suspension, expulsion, referral to juvenile.

2. Assault:

A. Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.

First Offense: Principal/Student conference, in-school suspension, 1-180 days of Out-of-school suspension, expulsion, possible referral to juvenile.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, expulsion, referral to juvenile.

B. Attempting to kill or cause serious physical injury to another, killing or causing serious physical injury to another.

First Offense: expulsion, notification to law enforcement officials, and documentation in the student's discipline record.

3. 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.

First Offense: In-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion, possible referral to juvenile.

4. Bus or Transportation Misconduct– 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.

First Offense: Principal/Student conference, in-school suspension, 1 -10 days out-of-school suspension, or loss of bus privileges.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, expulsion, or loss of bus privileges for 1-180 days.

5. Dishonesty: Any act of lying, whether verbal or written, including forgery and cheating on tests, assignments.

First Offense: Nullification of forged document. Student will receive a "0" on tests or on assignments. Principal/Student conference, in-school suspension or 1 -10 days out-of-school suspension.

Subsequent Offense: Nullification of forged document, "0" on tests or assignments, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

6. Disrespectful or Disruptive Conduct or Speech, or Profanity: Verbal, written, pictorial or symbolic language or gesture that is directed at any person and that is rude,

vulgar, defiant, in violation of district policy or considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Student will not be disciplined for speech in a situation where it is protected by law.

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

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

7. Drugs/Alcohol/Controlled Substance:

A. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

First Offense: In-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion, possible Juvenile Referral.

B. Possession of/or attendance while under the influence of or soon after consuming any unauthorized 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 of the Controlled Substances Act.

First Offense: In-school suspension, 1-180 days out-of-school suspension, possible Juvenile Referral.

Subsequent Offense: expulsion, possible Juvenile Referral.

8. Extortion: Threatening or intimidating any person for the purpose of obtaining money or anything of value.

First Offense: Principal/Student conference, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offenses: In-school suspension, 1-180 days out-of-school suspension or expulsion, possible Juvenile Referral.

9. False Alarms: Tampering with emergency equipment, setting off false alarms, making false reports, communicating a threat or false report for the purpose of frightening, disturbing, disrupting or causing the evacuation or closure of school property.

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

Subsequent Offenses: Restitution, in-school suspension, 1-180 days out-of-school suspension or expulsion, possible Juvenile Referral.

10. Fighting: (see also: Assault) Combat in which both parties have contributed to the conflict either verbally or by physical action.

First Offense: Principal/Student conference, in-school suspension or 1-180 days of

out-of-school suspension

Subsequent Offenses: In-school suspension, 1-180 days out-of-school suspension or expulsion, possible Juvenile Referral.

11. Fireworks, Chemical Disruption, Incendiary Devices, and Explosive and/or

Fire-Producing Devices: Possession of fireworks, stink-bombs, explosives, lighters, matches, etc, is strictly prohibited for children/students. Possession includes on ones' person or in their personal belongings.

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

Subsequent Offenses: In-school suspension, 1-180 days out-of-school suspension, or expulsion, possible Juvenile Referral.

12. Public Display of Affection: Physical contact that is inappropriate for the school setting, including, but not limited to, kissing and groping.

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

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

13. Sexual Harassment, Sexual Activity, Sexually Explicit, Vulgar or Violent Material and Title IX Investigations:

It is the school's responsibility to prevent and resolve allegations of sexual harassment once they arise. Parents, teachers, administrators, and students all need to work together to eliminate this form of discrimination in the classrooms and the hallways.

- A. Sexual Harassment is defined as unwanted and unwelcome behavior which has the purpose of or effect of unreasonably interfering with a student's educational environment or creates an intimidating, hostile or offensive educational environment.

Examples of sexual harassment include, but are not limited to: sexual comments, jokes, gestures, looks; sexual pictures, photographs, illustrations, messages or notes; sexual messages/graffiti on bathrooms walls, in locker rooms, on playground equipment, etc. about a person; spreading sexual rumors; calling people gay or lesbian; spying on others as they are using the restroom, dressing or showering; flashing or mooning someone; touching grabbing or pinching in a sexual way; pulling at clothing in a sexual way; intentionally brushing against others in a sexual way; pulling clothing off or down; having your way blocked or being cornered in a sexual way or blocking or cornering someone in a sexual way; being forced to kiss someone or being forced to do something sexual, other than kissing.

- B. When incidents of sexual harassment arise, a grievance procedure exists to provide formal resolution of the complaint that the policy has been violated. The complaint is turned over to the district's compliance coordinator who will conduct an investigation. The investigation shall be completed within five working days and a written response to the complaint shall be submitted. The response shall include a summary of the facts, conclusions on whether or not a violation of the policy was made, and what remedial action should be implemented at the school level if a violation of the policy has occurred.

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

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension or expulsion, possible Juvenile Referral.

14. Technology Misconduct:

A: Attempting, regardless of success, to gain unauthorized access to a technology system or information; to use district technology to connect to other systems in evasion of physical limitations of the remote system; to copy district files without authorization; to interfere with the ability of others to utilize district technology; to secure a higher level of privilege without authorization; to introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or to evade or disable a filtering/blocking device.

First Offense: Principal/Student conference, loss of user privileges, in-school suspension, or 1-180 days out of school suspension.

Subsequent Offenses: Loss of user privileges, 1-180 days out of school suspension or expulsion.

B: Violation other than those listed above.

First Offense: Principal/student conference, in-school suspension 1-180 day out-of-school suspension.

Subsequent Offenses: Loss of user privileges, 1-180 days out of school suspension or expulsion.

15. Theft: Theft, attempted theft, or knowing possession of the stolen property.

First Offense: Return of or restitution for the property. Principal/Student Conference, in-school suspension, or 1-180 days out-of-school suspension

Subsequent Offenses: Return of or restitution for the property. In-school suspension, 1-180 days out-of-school suspension, expulsion, possible Juvenile Referral.

16. Threats: Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

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

Subsequent Offenses: In-school suspension, 1-180 days out-of-school suspension or expulsion, possible Juvenile Referral.

17. Tobacco:

A. Possession of any tobacco products or electronic cigarettes on school grounds, bus, or at any school activity.

First Offense: Confiscation of tobacco product or electronic cigarette. Principal/student conference or in-school suspension.

Subsequent Offenses: Confiscation of tobacco product or electronic cigarette in-school suspension or 1-10 days out-of-school suspension.

A. Use of any tobacco products or electronic cigarettes on school grounds, bus, or at any school activity.

First Offense: Confiscation of tobacco product or electronic cigarette, Principal/Student Conference, in-school suspension, 1 to 3 days of out-of-school.

Subsequent Offenses: Confiscation of the tobacco product or electronic cigarette, in-school suspension or 1-10 days out-of-school suspension.

18. Truancy: Absence from school without the knowledge and consent of parent/guardian and/or the school administration, excessive non-justifiable absences, even with the consent of parents/guardians.

First Offense: Principal/Student conference, or 1-3 days in-school suspension.

Subsequent Offenses: 3-10 days in-school suspension.

19. Unauthorized Entry: Entering or assisting any other person to enter a district facility, office, locker, or other area that is 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.

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

Subsequent Offenses: 1-180 days out-of-school suspension or expulsion, possible Juvenile Referral.

20. Vandalism: Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students.

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

Subsequent Offenses: 1-180 days out-of-school suspension or expulsion, possible Juvenile Referral.

21. Weapon/Firearms

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
5. or assault, whether for attack or defense.
6. Any object designed to look like or imitate a device as described in 1-4.

A. Possession or use of any instrument or device, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo., which is customarily used for attack or

defense against another person; any instrument or device used to inflict physical injury to another person.

First offense: In-school suspension, 180 days out-of-school suspension, expulsion, Juvenile Referral.

Subsequent offense: 1-180 days out-of-school suspension, expulsion, Juvenile Referral.

B. Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. §930(g)(2).

First offense: One (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent, Law Enforcement Notification.

Subsequent offense: expulsion

SUMMARY OF DISCIPLINARY PROCEDURES

GENERAL SCHOOL RULES/STUDENT SAFETY

Interference with the normal routine and any instructional program at school with items that should be left at home is unacceptable. With the exception of items brought for special occasions or with advance teacher permission, all items such as sports equipment, toys, games, music equipment, pets, gum, soda, candy, trading cards, large amounts of money, etc. should be left at home. Money brought for school-related reasons (meals, book orders, etc.) is the responsibility of the student.

In addition to offenses not stated previously or below, disciplinary action may be taken for any other offenses deemed to constitute conduct that is prejudicial to good order and discipline in the schools or which tends to impair the morale or good conduct of the students.

1. The classroom teacher is responsible for control of the class and the discipline procedures.
2. A safe and nurturing school is maintained for students who come to learn.
3. Respect, awards, and rewards are earned when behavior is good. Negative consequences result from inappropriate behavior.
4. Students are referred to the principal for breaking specific rules in the handbook or violation of policy.
5. Teachers handle minor occurrences and disruptions. Consequences may be written assignments, loss of privileges (recess, etc.), or supervised detention.
6. Parent conferences will be requested if inappropriate behaviors persist.
7. Threats, fighting, inappropriate language usage, destruction of property, disrespect, breaking other specific handbook rules, etc. are referred to the principal. A record of offenses will be kept in the student's discipline file.
8. School suspensions may be assigned for failing to turn in assigned work, having multiple misbehaviors in one day, or if other means of correction have not been successful. Kingston K-14 assigns three different types of suspension. Academic Reassignment is held during the school day during privilege time or regular classroom times. In some cases, morning detention may be assigned. If morning detention is assigned students must be on time and complete the assigned detention. If after-school detention is assigned for behavior intervention students will be required to stay during the afterschool program and attend a behavior intervention class. These students may ride the Cougar College Bus home and will usually be of 2 hours duration

(or one hour and then reassigned to Cougar College). **Cougar College will only be offered if the state funds the program through the afterschool grant.**

9. Severe misbehavior may result in an AR (Academic Reassignment) and/or OSS (out-of-school suspension). The principal has the authority to suspend students for inappropriate and/or dangerous behavior. Certain offenses, which if committed by an adult are considered felonies, require the school to contact the Washington County Sheriff's Department with a referral to juvenile authorities.
10. When a student receives an AR or OSS, the student's parent(s)/guardian(s) are notified and may be requested to attend a conference at school to address the problem. A student may be suspended out-of-school until the conference is held. This may be for up to 10 (ten) days. Students are required to complete class assignments during the AR. Teachers will provide daily work to the students and the ISS teacher may also assign work if the student's classroom work is completed.
11. Out-Of-School Short Term suspensions (from 1 to 10 days) may be assigned by the principal. This suspension requires that the student be deprived of all the privileges of attending school for 1 to 10 days. All extra-curricular privileges such as attending or taking part in sports activities, social events, etc. are also suspended. Parents will be notified. Students who receive OSS are prohibited from being within 1000 feet of school if the student committed an act of violence, drug-related activity, or other specified offenses.

Students are expected to work on their normal class assignments during that time and will be allowed to receive a maximum of 60% of possible credit for the assigned work if the following provisions are met:

1. The Parent must make a request for class work assigned while the student is suspended.
2. The teacher will be notified of the parent request by the office.
3. The teacher will have the work available for pickup by the parent at the end of the following day.
4. The student must complete all work assigned and submit the completed work to the office to be recorded as completed.
5. The student is responsible to turn in all completed work to each teacher the day they return.

*** If a student does not meet the aforementioned provisions, they will not be eligible for the opportunity to earn 60% credit for any further Out of School Suspensions for the remainder of the year.

12. A parent(s)/guardian(s) help and support in enforcing school rules and policies are requested. This assistance and support will help students become responsible for their choices and actions.
13. Students having a short-term, serious problem (anger, stress, fear, etc.) may be assigned to another classroom or principal's office for a period of time up to the rest of the day. If this type of problem occurs repeatedly, a parent/guardian will be contacted to discuss this problem and seek a solution.
14. A student may be suspended from Intramural Activities if he/she receives a write-up.
15. Once a student has received 10 write-ups, he/she may be referred to the superintendent for further disciplinary action.

DRESS CODE AND GROOMING

The students of Kingston Primary/Elementary are expected to dress neatly and appropriately. Students have the responsibility of grooming themselves in a respectful way. If a student chooses to dress or appear in a manner that does reflect these standards, he/she may be removed from class until appropriate attire can be obtained. Students will be required to change out of the inappropriate

clothing or remove the inappropriate object. Parents may be asked to bring in replacement clothing if suitable replacements can't be found.

- Clothing that causes disruption or interferes with school work, creates classroom or social disturbances, or appears to discredit the character of the wearer is not acceptable and will not be tolerated for either males or females.
- Shorts and skirts must extend to the student's mid-thigh; this apparel must pass the "fingertip test". We strongly suggest that shorts be worn under skirts to avoid unnecessary exposure of undergarments.
- There must be no holes above the bottom of the pocket on any pants worn by the students. The pocket lining must not be visible or altered. When these cases are in doubt, the decision of the administrator will prevail.
- Students should come to school dressed appropriately for the weather. Restrictions (which may include no outside activities) will be imposed on students coming to school not prepared for the weather. No shorts should be worn to school between October 31 and April 1. Please check the temperature before your child comes to school to make sure they are dressed appropriately for the day.
- Hair may be washed if the color or style is distracting. He/she may be retained in the school office in an out-of-school status or sent home by the principal.
- Advertisements or other types of printing which are not in good taste will not be allowed. Clothing shall not communicate inappropriate messages and should not be construed as indecent, obscene, or suggestive. Apparel relating to tobacco, drugs, or alcohol is not appropriate.
- Accessories (necklaces, bracelets, chains, etc.) depicting alcohol, tobacco, drugs, statements, words, phrases, wordings, pictures or designs with dual connotations regarding profanity, obscenity, sex, death, marijuana, or other controlled substances may not be worn. The accessories will be confiscated and only returned to parents. Items not collected by the last day of school are disposed of by a school representative.
- Caps, hats, and/or bandanas are not to be worn during regular school hours unless approved by the administration.
- The student's body shall be properly covered and apparel should be worn as it was intended. If a student comes to school in clothing that is uncomfortable (too tight, too large, too dirty, etc.) we will contact the nurse to find appropriate clothing.
- Shoes must be worn. Backless shoes, flip flops, Crocs, and strapless sandals will not be allowed due to student safety. **Sandals/dress shoes may only be worn if toes are covered and the shoe has a back strap.** We strongly discourage high-heels for students in the Primary and Elementary grades. *Students have recess and PE which involves running and climbing on playground equipment. We have the safety of your children in mind when we establish these policies.
- Strapless tops, spaghetti straps, see-through clothing alone or in combination, tube tops, muscle shirts, tank-tops, short shirts that expose the midriff (front or back), and/or short-shorts are not acceptable.

The principal will have the final say if there is any question about students' apparel and/or grooming. Good judgment is strongly encouraged! The school administration reserves the right to send home any student not properly attired. Items confiscated by the administration may be destroyed or held until collected by a parent or guardian. Items not collected by the last day of school will be discarded. Students will be requested to change clothing or they may be assigned to the Academic Reassignment (ISS) Room.

EARLY RELEASE DAYS

On planned early release days, school will dismiss at 12:15 p.m. These dates are on the school calendar and parent(s)/guardian(s) will be notified in advance of the dates via the newsletter or notes from school.

EMERGENCY PROCEDURES

Disaster drills for fires, tornados, bus emergencies, earthquakes, bomb threats, and armed intruder/active shooter situations and safety evacuation drills are scheduled at intervals throughout the year. Students must be ready in case of an emergency. The precautions that need to be taken and the specific procedures necessary to assure safety are part of our building preparedness in case of emergency and/or disaster. Instructions on all emergency drills are given early in the school year, and the district conducts all emergency drills as required by law and policy and ensures that the number of drills conducted is sufficient to give instruction and practice in proper actions by staff and students during all drills. Evacuation maps and procedures are posted in all classrooms and hallways indicating how to leave the building or take cover, check, and keep calm.

FIRE DRILL: (Building Evacuation)

An alarm through the fire alarm system will be used to alert students and faculty (this could also be through the intercom system). Each classroom teacher has posted a colored diagram indicating the nearest exit route. This route is to be followed in a quick, but quiet and mannerly fashion. Students are to refrain from running or talking which might interfere with further instructions. Teachers will take roll of their class students and report to the Attendance Command Center.

EARTHQUAKE DRILL PROCEDURES:

An alarm (pulsed toned) through the school intercom will be used to alert students and faculty to follow outlined procedures in the event of an earthquake. This entails seeking protection in the room from falling objects. After approximately two (2) minutes, teachers will escort students out of the building where they will congregate in the designated areas. Staff and students should use fire exit routes to exit the building.

TORNADO WARNING PROCEDURES:

An alarm through the school bell system (series of short bells) will be used to alert students and faculty (this could also be through the intercom system). Each classroom teacher will have a diagram posted indicating the nearest route to shelter. If weather or time does not allow for the preceding procedures, students will be directed to move to the nearest inside wall (away from the windows). If possible, assume a crouching position and place hands in a protective manner over or behind the head.

LOCKDOWN PROCEDURES:

Upon verbal direction, an in-house lockdown may occur to ensure the safety of students. Each teacher will identify a location in their classroom that demonstrates the most secure location. Doors will be locked and lights turned off. A verbal "ALL CLEAR" will be voiced over the intercom system. Students should remain quiet and cooperative during this drill.

OTHER:

Instructional minutes lost due to disruption to the safe operations of the school day will be made up at the end of the school year. This does not include assemblies, drills, early outs, class meetings or others as determined by administration.

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.

ENERGY DRINKS

Students are not allowed to have energy drinks on campus.

EXTRA CURRICULAR ACTIVITIES

Extracurricular activity programs designed to fit the many needs of the student body are offered at Kingston Primary/Elementary school. Students who wish to participate in these activities must meet the standards set by the school. Any student receiving OSS will be ineligible for participating in, or attending, any extracurricular activity, for a period of 30 days. Any student receiving OSS for the second time in a semester will be ineligible for participating in, or attending, any extracurricular activity, for the duration of the semester, as long as there are more than 30 days remaining in the semester. Should there be fewer than 30 days remaining in the semester, the suspension from extracurricular activities will extend into the following semester. Students will not be allowed to participate in an extracurricular activity if they serve ISS on the day of the extracurricular activity.

All students are encouraged to be active participants in the extracurricular programs offered by the school.

FIELD TRIPS

Usually, field trips are planned to take place during the school day and will return in time for students to take their regular bus home. In the event a bus must leave before school and/or return after school dismisses, the parent(s)/guardian(s) will be notified in advance and will be responsible for transporting their child/children to and/or from school.

Classroom teachers are responsible for field trips and determine the student to adult ratio necessary for appropriate supervision of students during the field trip. Parents wishing to participate as supervisors on field trips must have an approved Volunteer Worker Registration Form on file with the office. Forms can be picked up at the building secretary's office or sent to you by request. Parents

wishing to attend the field trips without supervisor status may do so but will not be allowed to supervise students while on the trip. No exceptions will be made.

- The teachers are in charge during field trips. The teacher reserves the right to select adults needed to chaperone and supervise. All chaperones and supervising adults are expected to follow teacher directives at all times.
- Students must have a completed permission slip to be able to attend and/or participate in a school field trip.
- All school policies, rules, and regulations apply and are to be followed during field trips by students and adults attending the field trip.
- If a student's record of behavior is such that a teacher and/or principal decide that a student's participation on the field trip is a risk to the student, other students or the reputation of the school, the parent will be notified and the student will remain at school. Staying at home without an acceptable and/or excused reason while the rest of the class is on a field trip will be considered an unexcused absence.
- If a student has OSS on the day of a field trip, they are ineligible for the trip.

(LUNCH) Food Services Section

Kingston K-14 will be participating in the Community Eligibility Program for the 2023-2024 School Year. By participating in this program, every child that is enrolled in our district will receive a free breakfast and a free lunch meal daily. If a child brings their lunch and only takes milk the cost will be 40 cents. If your child wishes to purchase an extra milk with their tray the cost is 40 cents. Only full meals are reimbursable. **If your child wishes to purchase any extras or a second tray they must have money in their meal account or pay cash.**

Meal Application

No meal applications will be required for the 2023-2024 school year.

Breakfast and Lunch

Kingston K-14 School District utilizes a computerized lunch/breakfast program. All students will be required to enter their pin number or scan their badge. The following are important points of information. Each student will receive a Lunch ID pin number for their food service account. This code is to be treated as confidential. Students caught using another student's Lunch ID pin # will be disciplined accordingly. If you have any questions concerning your student's lunch account, you may contact the Food Service Director at (573) 438-4982 ext. 892. Parents may receive a detailed copy of their student's lunch account history at any time during the school year.

VISITOR MEALS				
Visitor Meals	CHILD	ADULT		
BREAKFAST	\$ 2.75	\$ 2.75		
LUNCH	\$ 4.80	\$ 4.80		
BOTH MEALS	\$7.55	\$7.55		
MILK				
	1 EACH	5 EACH	10 EACH	30 EACH
EXTRA MILK	\$ 0.40	\$ 2.00	\$ 4.00	\$ 12.00

Meal Substitutions for Medical or Special Dietary Reasons

USDA regulations 7 CFR Part 15b require substitutions or modifications in school meals for children whose disabilities restrict their diets. A child with a disability must be provided substitutions in foods when that need is supported by a statement signed by a licensed physician.

In Cases of Food Allergy

Generally, children with food allergies or intolerances do not have a disability as defined under either Section 504 of the Rehabilitation Act or Part B of IDEA, and the school food service may, but is not required to, make food substitutions for them. However, when in the licensed physician's assessment, food allergies may result in severe, life-threatening (anaphylactic) reactions, the child's condition would meet the definition of "disability," and the substitutions prescribed by the licensed physician must be made. The school food service may make food substitutions, at their discretion, for individual children who do not have a disability, but who are medically certified as having a special medical or dietary need. Such determinations are only made on a case-by-case basis. This provision covers those children who have food intolerances or allergies but do not have life-threatening reactions (anaphylactic reactions) when exposed to the food(s) to which they have problems.

Medical Statement for Children with Special Dietary Needs

Each special dietary request must be supported by a statement, which explains the food substitution that is requested. It must be signed by a recognized medical authority.

The medical statement must include:

- ✓ an identification of the medical or other special dietary condition which restricts the child's diet;
- ✓ the food or foods to be omitted from the child's diet; and
- ✓ the food or choice of foods to be substituted.

If we do not receive a medical statement for your child from a recognized medical authority, your child will receive a regular lunch tray. We cannot accept medical statements filled out by parents or guardians.

"This institution is an equal opportunity provider."

GRADES

To ensure that all students utilize their ability in achieving to their potential, and that excellence in the classroom is promoted, Kingston Primary/Elementary and all Kingston K-14 Schools have the following grading policy:

Reports about student progress are issued approximately every three weeks. Grade cards are issued approximately every nine weeks during the school year.

Grade Interpretation

Grades are given in all core subjects reported quarterly on report cards except Library. Reporting other student progress difficulties will be done as necessary.

	A 95-100	A- 90--94
B+ 87- 89	B 83-86	B- 80--82
C+ 77- 79	C 73—76	C- 70--72
D+ 67- 69	D 63—66	D- 60--62
	F 59	OR BELOW
	P Pass	
	I Incomplete	

Incomplete grades are recorded until work is completed or until another grade is issued.

Students involved in after school sports activities must maintain their grades to a "C" or above. Failure to maintain their grades could result in loss of privileges.

HEAD LICE

The school has a NO LIVE LICE policy for students attending school and the same for being readmitted to school. Students with nit infestations will not be sent home. If it is discovered that a student has head lice or nits, the parent/guardian of that student will be notified, and other students who reside with the infected student will be checked. If the student was infected with live head lice, the student should not return to school for 24 hours after the discovery of the head lice to allow for treatment and will have to be readmitted to be allowed to attend school.

HEALTH ASSESSMENTS

As part of our comprehensive health program, the school will offer screenings throughout the year. These are done by the school nurse or Doctors and technicians with knowledge in these areas:

Vision and Hearing – screening should be conducted on every child in K, 1, 3, 5..

Growth and Development – K, 1, 3, 5

As parents/guardians you have the right to make decisions for your child. Permission has either been granted or denied by the parent/guardian when he/she filled out the Health Questionnaire form. To request a new Health Questionnaire form, please contact the nurse or the office.

HEALTH CARE/MEDICAL

- A nurse is available to care for students. Our nurse follows the Kingston K-14 School District Medical Management Protocols for emergency medical management. Please contact Nurse Chris Conway if you have any questions.
- The nurse or office personnel will contact the parent(s)/guardian(s) or emergency contacts if a student needs to go home due to illness or injury. *The student will be given an excused absence for that day only.*
- Children are not allowed on school grounds with communicable diseases. Students with skin rashes of any kind or abnormal body temperatures of 100.4+ degrees should not attend school. A doctor's note of explanation should accompany students in exceptions.
- Students should have a normal temperature and be diarrhea and vomiting free for 24 hours (without medication) before returning to school.
- Students who come to school with an injury (stitches, broken bones, cast, crutches, etc.) should report to the nurse upon arriving at school. Documenting and monitoring the condition of such injuries is critical to the welfare of an injured child.
- Students are responsible for reporting to the nurse for doses of medication as required by the prescription. Permission is required, but a nurse pass is not required because students return directly to class. If substitutions need to be made in the regular school menu due to an allergy or special health condition, a special form of request authorizing such substitutions must be completed by a physician and returned to school. The appropriate form is available from the nurse, office or Dietary Supervisor.
- Procedures for control of infection are posted in the classrooms and are available from the nurse upon request. Parent(s)/guardian(s) are urged to stress the need for hand washing and good hygiene by all family members. Washing hands and good hygiene are the very best ways of

preventing the spread of disease and infections. Children are expected to come to school with clean bodies, hair, hands, fingernails, and clothes. We will contact the nurse if a child appears to be uncomfortable in their clothing due to size or style. Excessive uncleanliness will result in a referral to the district social worker.

- Students with an allergy to food, insect bites and stings should have medication, ordered by a physician, at school so it will be available for such times. Written instructions should be included with the medication.
- Students with asthma **must** have an asthma action plan on file in the nurse's office. These forms can be picked up from the nurse and must be filled out by a physician and returned to the school **before** medication can be administered.

Medications should be taken at home under parent supervision whenever possible. The Kingston K-14 School District is not obligated to administer medications to students except those in Special Education programs and those with a Section 504 Accommodation Plan. However, we recognize that some students may require medication for chronic and/or short-term illness during the school day to enable them to remain in school and participate in their education. The following guidelines have been established for the safe administration of oral medication during school hours:

1. Prescription Medication

- A. A written and signed request of permission from the parent(s)/guardian(s) to give medication as ordered by the physician **MUST** accompany all medications, regardless of the student's age before the district will administer it to the student. The prescription label will be considered the equivalent of a prescriber's written direction, and a separate document is needed.
- B. The FIRST dose on any prescription will not be given at school, so as to lessen the chances of an allergic reaction. Students need to stay home with the first dose.
- C. The parent(s)/guardian(s) will supply the medication in a properly labeled container from the pharmacy with the child's name on it and only the doses to be given at school. Include any special instructions (take with food, refrigerate, etc.). **MEDICATIONS MUST BE DELIVERED TO SCHOOL BY THE STUDENT'S PARENT/GUARDIAN. STUDENTS WILL NOT BE ALLOWED TO TRANSPORT MEDICATIONS ON SCHOOL BUSES,** though they may take an empty medication container home.
- D. When a student has taken medication at school for more than a month and a physician decides this is no longer necessary, parents are encouraged to notify the school in writing so as not to be found negligent. A statement from the physician is also advisable. Parent(s)/guardian(s) may need to request the statement for the school.

2. "Over-the-Counter Medication"

- A. The parent/guardian must complete a permission form in order for ALL/ANY "OVER-THE-COUNTER" medications to be given to a student. **This includes any kind of diet pill or performance enhancing supplement.** The form indicates how much and how often the medication is to be given. If the permission form is not completed, NO medication will be given.
- B. ALL "Over-the-Counter" medications must be provided by the parent or guardian. **This includes any kind of diet pill or performance enhancing supplement.** NO medication will be provided by the school district. The medication must be in the original manufacturer's

labeled container. All medications should be brought to school by a parent/guardian and clearly marked with the child's name and directions for administration.

3. Emergency Medication for Individual Students must also meet the preceding requirements. In addition, specific written instructions must be provided as to when and under what circumstances the medication is to be given. This must be provided annually. (Same proceedings as above -- 1).

4. If a physician recommends that an individual student should assume responsibility for his/her own medication, for whatever reason, the physician must provide the school written notice. The parent(s)/guardian(s) must also provide a written request and notice that the school complies with the physician's request and should also provide medication properly labeled.

5. Inhalers may be carried only with written authorization from a physician and parent(s)/guardian(s). This must be provided annually. The inhalers may only be carried with the knowledge of school personnel and the student's bus driver. Students using inhalers must report any possession and/or usage to the nurse for documentation and monitoring of student health conditions.

6. All medications given will be documented according to state statute as required by the Nurse Practice Act, Chapter 335, RSMO. This authorization must be provided annually.

Emergency Medications

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

Epinephrine and asthma-related rescue medications will only be administered in accordance with written protocols provided by an authorized prescriber. The Board will purchase an adequate number of prefilled epinephrine auto syringes and asthma-related rescue medications based on the recommendation of the school nurse, who will be responsible for maintaining adequate supplies 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 or asthma-related rescue medications. A current copy of the list will be kept with the devices at all times.

HOMEWORK

Homework is assigned as an extension of classroom work to reinforce new skills, extend learning time, develop home/school partnerships and to develop strong work habits and ethics. Parents are encouraged to promote a positive attitude toward homework as part of the learning process. They should reinforce their expectations for the quality of the work their child completes and turns in as homework. They should also provide structure, a good work site and the tools needed to help their child organize and complete homework assignments. Individual classroom teachers will develop specific homework policies.

Homework	Kindergarten	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5
Recommended times	10-15 minutes	15-20 minutes	20-25 minutes	25 – 30 minutes	30 – 35 minutes	35 – 40 minutes

HUMAN SEXUALITY INSTRUCTION

Pursuant to the requirements of state law, any course materials and instruction relating to human sexuality and sexually transmitted diseases shall be medically and factually accurate and shall:

- A. 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.
- B. 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.
- C. 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 abstinence education law.
- D. 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.
- E. 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.
- F. 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.
- G. Teach students about the characteristics of and ways to identify sexual predators.
- H. 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.
- I. 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."

- J. 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. District personnel or district agents will not encourage students to have an abortion.

Students may be separated by gender for human sexuality instruction. Instruction in human sexuality is to be appropriate to the age of the students receiving such instruction.

The district is required to notify the parent/guardian of each student enrolled in the district of the basic content of the district's human sexuality instruction to be provided to the student and of the parent's/guardian's right to remove the student from any part of the district's human sexuality instruction.

The district is required to make all curriculum materials used in the district's human sexuality instruction available for public inspection as a public record prior to the use of such materials in actual instruction.

IMMUNIZATION REQUIREMENTS

2023-2024 MISSOURI SCHOOL IMMUNIZATION REQUIREMENTS

- All students must present documentation of up-to-date immunization status, including month, day, and year of each immunization before attending school.
- The Advisory Committee on Immunization Practices (ACIP) allows a 4-day grace period. Students in all grade levels may receive immunizations up to four days before the due date.
- Missouri-required immunizations should be administered according to the current ACIP schedule, including all spacing, (CDC.Gov/vaccines/schedules).
- To remain in school, students "in progress" must have an Immunizations In Progress form (Imm.P.14) on file. In progress means that a child has begun the vaccine series and has an appointment for the next dose. This appointment must be kept and an updated record provided to the school. If the appointment is not kept, the child is no longer in progress and is noncompliant. (i.e., Hep B vaccine series was started but the child is not yet eligible to receive the next dose in the series.)
- Religious (Imm.P.11A) and Medical (Imm.P.12) exemptions are allowed. The appropriate exemption form must be on file. Unimmunized children are subject to exclusion from school when outbreaks of vaccine preventable diseases occur.

Vaccines	Dose Required by Grade												
	K	1	2	3	4	5	6	7	8	9	10	11	12
DTaP/DTP/DT ¹	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+
Tdap ²									1	1	1	1	1
MCV ³ (Meningococcal Conjugate)									1	1	1	1	2
IPV (Polio) ⁴	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+
MMR ⁵	2	2	2	2	2	2	2	2	2	2	2	2	2
Hepatitis B ⁶	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+
Varicella ⁷	2	2	2	2	2	2	2	2	2	2	2	2	2

- Last dose on or after the fourth birthday and the last dose of pediatric pertussis before the seventh birthday.
Maximum needed: six doses.
- 8-12 Grades: Tdap, which contains pertussis vaccine, is required.
- Grade 8-11: One dose of MCV is required. Dose must be given after 10 years of age.
Grade 12: Two doses of MCV are required unless the first dose was administered to a student who was 16 years of age or older, in which case only one dose is required. At least one dose must be given after 16 years of age.
- Kindergarten-12 Grade: Last dose must be administered on or after the fourth birthday. The interval between the next-to-last and last dose should be at least six months.
- First dose must be given on or after twelve months of age. If MMR and Varicella are not administered on the same day, they must be at least 28 days apart. The 4-day grace period does not apply to live vaccines.
- There must be at least four weeks between dose one and two; at least 8 weeks between dose two and three; at least 16 weeks between doses one and three and final dose must be given no earlier than 24 weeks of age.
- First dose must be given on or after twelve months of age. If Varicella and MMR are not administered on the same day, they must be at least 28 days apart. The 4-day grace period does not apply to live vaccines.
Kindergarten-12 Grade: As satisfactory evidence of disease, a licensed health care provider may sign and place on file with the school a written statement documenting the month and year of previous varicella (chickenpox) disease.

INCLEMENT WEATHER -- SCHOOL CANCELLATIONS

Whenever the weather conditions are severe, announcements will be made over radio Station KYRO-1280 AM, KTJJ (FM 98.5), KFMO (AM 1240) and Television Station KSDK-Channel 2, 4 and 5. If school is released early due to the weather, students can be released to parents/guardians or designated individuals. The school uses the Blackboard system to notify parents of school cancellations or other important activities. Please ensure that phone numbers for contacting you are current and up-to-date.

Please avoid calling the school office or the radio/TV stations for school closing information.

BLACKBOARD CONNECT NOTIFICATION SYSTEM

Keeping you informed is a top priority at **Kingston K-14 School District**.

That's why we have adopted the Blackboard Connect Notification Service which will allow us to send a telephone, text or e-mail message to you providing important information about school events or emergencies. **We anticipate using this system to notify you of school delays or cancellations due to inclement weather, as well as remind you about various events, including report card distribution, open house, field trips, and more.**

In the event of an emergency at school, you can have peace of mind knowing that you will be informed immediately by phone, text, or email.

The successful delivery of information is dependent upon accurate contact information for each student, so please make certain that we have your most current phone numbers. If this information changes during the year, please let us know immediately.

Note that the primary phone number will be called for standard and emergency calls; thank you for your cooperation and if you have any questions, please don't hesitate to contact us.

INSURANCE

Insurance for students is offered at the beginning of the year or when parents/guardians enroll their child/children. Forms are sent home or can be picked up in the school office. Parents are encouraged to take advantage of this offer. Its small price is affordable when compared to the cost of medical care. The school district does not cover school-related injuries of students under its insurance policy.

INTRAMURAL ACTIVITIES

Kingston K-14 may offer intramural activities through their after-school program. School rules apply to all after school activities. If a student receives a write-up for disciplinary action during regular school hours or if a student fails to maintain their grades at "C" or above, they may be suspended from intramural privileges.

LOST AND FOUND

Items found by students should be turned in to the office immediately. If an item of clothing or other belonging is missing and can not be found, students should first check in the office. Lost and found items may be removed and donated on a monthly basis. Parents should mark the items that belong to their children with some sort of identification so that if it is lost we can return it to its rightful owner.

MAKE-UP WORK DUE TO ABSENCE

Every effort will be made to get homework assignments together for students if parents call the school office before 9:00 a.m. on the day of the absence and request the assignments. The school will make the effort to have all assignments in the office by the end of the day available to be picked up by another student.

Students are expected to make up missed work due to being absent from school. Requests for work should be made by the student as soon as possible upon their return to school after an absence. Requests are made either the day of the absence or the day the student returns.

Explanation of Classroom Absences

Excused	Doctor, hospital note provided, court document, or verification from the funeral home. Students have one day to make-up missed assignments for every day of excused absence.
Unexcused	No call is made to school that student will not be in attendance or no documentation is provided for the absence.
In-School Suspension	Students are given missed work to complete during ISS
Out-of-School Suspension	Students are provided missing work if the parent requests work within 24 hours upon receiving the OSS referral. Students must submit missing work to the teacher upon return and can only receive 60% of its original value.

MO HEALTHNET

Does your child need health care coverage?

MO HealthNet for Kids may be the answer.

MO HealthNet for Kids is a program that provides healthcare coverage for children under age 19 whose family income falls within certain guidelines.

Who Is Eligible?

A child:

- who is under age 19;
- who has or applies for a social security number;
- who lives in Missouri and intends to remain;
- who is a United States citizen or an eligible qualified non-citizen (NOTE: receipt of MO HealthNet benefits does NOT subject qualified non-citizens to public charge consideration),
- the parent must cooperate with Child Support Enforcement (CSE) in the pursuit of medical support; and
- who has countable family income which meets the income guidelines.

MO HealthNet outreach (Missouri Senate Bill 583 – 2010) requires public and charter LEAs to provide the Request for Information at the beginning of the school year. The form allows a parent or guardian to check a box indicating a YES or NO whether each child in the family has health care insurance. The form should be returned to the school district and if a NO is checked a (Does your child need health care coverage?) form will be provided to the family. The Request for Information forms returned to the LEA will be kept on file. The number of families indicating the absence of healthcare insurance and the number of applications provided to the family will be reported to Department of Elementary and Secondary Education (DESE), Food and Nutrition Services (FNS) on the MO HealthNet for Kids Data Collection form due November 30th. If information is updated after the initial due date, submit a revised form.

OPEN CONTAINERS

Clear water bottles with water only are allowed.

Other outside drinks and open containers are not allowed on campus.

PARENT/TEACHER COMMUNICATIONS

Your child's/children's success depends on parents, students, and teachers. Working together, we can make learning fun and make the difference in a child's life. Fall and spring Parent-Teacher Conferences will be scheduled for this purpose. However, do not hesitate to make a phone call, email, or send a note if you have a concern or suspect a problem developing. The principal and teachers are always available to conference with parents. Please call the office any time if you would like to make conference arrangements or leave a message.

PERSONAL PROPERTY

STUDENTS RESPONSIBILITY:

- Permanently put your name on all of your possessions using ink or a permanent marker.
- Be careful with valuables, billfolds, purses, etc.
- Keep large sums of money at home. (Parents will be notified to come to school and pick up large sums of money shown by the student on school property.)

THE SCHOOL IS NOT RESPONSIBLE for borrowed, misplaced, lost, or stolen items.

All electronic equipment, balls, toys, trading cards/items, etc. should be left at home. (Such articles brought to school will be confiscated by a teacher or principal and held in the classroom/office until a parent/guardian comes to school to pick them up.)

It is the student's responsibility to notify their parents that they have had something confiscated by the teacher and/or principal. The items may be picked up by a parent or guardian at any time during the school year. Unclaimed items will be discarded at the end of the school year.

PHYSICAL EDUCATION

Physical education is offered for all students. Every student is expected to participate in the PE activities that are designed to promote physical fitness, self-confidence, and personal skills for an active lifestyle. If a student has limitations, temporary or long-term, a written excuse from a physician is requested and is necessary for school records. A note from a parent is good for one day only. Students ineligible to participate in PE will have an alternative assignment which they will be required to complete during their PE time. Regular clothing is generally satisfactory for elementary PE classes. The teacher will advise if activities require special dress. Wearing tennis shoes on gym day is important to having fun and student safety.

PROMOTION AND RETENTION OF STUDENTS:

The Kingston K-14 School District is committed to the continuous development of students enrolled in the district's schools, and to student achievement of the skills for the current grade assignment for promotion to a higher grade. The Superintendent, in cooperation with the professional staff shall develop administrative procedures for the promotion, acceleration, and retention of students.

In evaluating student achievement, each teacher will make use of all available information, including results of teacher made tests, other measures of skill and content mastery, standardized test results and teacher observation of student performance. The principal will direct and aid teachers in student evaluations and will review grade assignments in order to ensure uniformity of evaluation standards.

Decisions on whether to promote, accelerate or retain a student with disabilities will be made in accordance with the Individuals with Disabilities Education Act (IDEA) and as required by other applicable law.

PROMOTION/REMEDIATION

Students will normally progress annually from grade to grade, when, in the judgment of the district's professional staff, it is in the best educational interest of the student involved. **The final decision to promote a student rests with the school administration.**

The district requires remediation as a condition of promotion to the next grade level for any student identified by the district as failing to master skills and competencies established for that particular grade level. Students in grades K-5, who make a "D" or "F" for 2 or more quarters in any subject area must attend Summer School to be considered for promotion. The Superintendent or designee shall determine which skills and competencies must be mastered, how they are to be assessed and what type of remediation is appropriate.

Remediation may include, but shall not necessarily be limited to: a mandatory summer school program focused on the areas of deficiency, mandatory after school tutoring or other such alternatives conducted by the district outside of the regular school day. If the district provides remediation in this manner outside the traditional school day, the extra hours of instruction may be counted in the calculation of average daily attendance. Such remediation shall recognize that different students learn differently and shall employ methods designed to help these students achieve at high levels.

The district may require parents or guardians of such students to commit to conduct home-based tutorial activities with their children. Decisions concerning remedial reading instructions for students who receive special education services, including the nature of parental involvement consistent with a free appropriate public education, shall be made in accordance with the student's Individualized Education Program (IEP).

RETENTION

Retention may be considered when, in the judgment of the professional staff, it is in the best educational interest of the student involved. Retention will be considered on an individual basis for any student who has not mastered the basic skills, is immature to the extent that it interferes with learning, or if social and emotional growth hinders the learning process. Retention may be considered when:

1. The student is achieving significantly below ability and grade level.
2. Retention would have a reasonable chance of benefiting the student.
3. Students missing 10 or more days.

Parents/Guardians will receive prior notification and explanation concerning the retention. However, the final decision will rest with the school administration.

State law requires that all students who are reading below a second-grade reading level according to the district's third-grade reading assessment shall be retained if the student has not adequately improved by the end of summer school. Further, if a student fails to attend remediation assigned as a condition of promotion, the student will be retained.

RETENTION PROCEDURE:

- ☐ In February, a letter will be sent home to parent(s)/guardian(s) informing them of the school's concern about their child's progress. Possible retention will be noted as a consideration.
- ☐ Soon thereafter, the teacher will schedule a conference that will encourage open discussion about the child's progress. The discussion will include their child's current academic standing in relation to the group and his/her abilities. Goals will be set for the fourth quarter.
- ☐ The teacher(s) and parent(s)/guardian(s) will stay in close contact. Student progress will be closely monitored for the rest of the school year.
- ☐ If necessary, parent(s)/guardian(s) will be notified during the fourth quarter of the recommendation to retain.

READING SUCCESS PLAN – SENATE BILL 681

On June 30, 2022, Governor Parson signed into law Senate Bill 681 and 662 outlining new literacy mandates for Missouri school districts. These initiatives are to begin in the 2023-24 school year.

- Each LEA shall assess all students enrolled in kindergarten through grade three at the beginning and end of each school year for their level of reading or reading readiness on state-approved reading assessments. Additionally, all LEAs shall assess any newly enrolled student in grades one through five for their level of reading or reading readiness on a reading assessment from the state-approved list.
- LEAs shall notify the parent or guardian of any student in kindergarten through grade three who exhibits a substantial deficiency in reading at least annually in writing, and in an appropriate, alternative manner for the parent or other guardian if necessary.
- If a student has a substantial reading deficiency at the end of third grade, the student's parent(s) or guardian(s) and appropriate school staff shall discuss whether the student should be retained in grade level.
- Each LEA shall provide intensive instructional services for students who are identified as having a substantial deficiency in reading, identified as being at risk for dyslexia, or have a formal diagnosis of dyslexia and provide strategies parents and/or guardians can use to support the child at home.
- LEAs shall ensure that intensive reading instruction through a reading development initiative shall be provided to each kindergarten through grade five student who is assessed as exhibiting a substantial deficiency in reading.

The Kingston K-14 School District implements reading programs based on a belief in the need to provide early and ongoing assistance to students, especially those who are at-risk. Our goal is for all students to possess reading skills critical for success in school and in life. In response to § 167.645 RSMo, the Kingston K-14 School District has established the following process to determine compliance with state law.

READING LEVEL DETERMINATION

All students in Kindergarten through fifth (5th) grade will be assessed to determine a reading skill grade level during the first quarter of the school year. Assessments will determine reading levels. Assessment information will be gathered throughout the year based on the District's Local

Assessment Plan. After a reading grade level is determined early in the school year, parent(s) and/or guardian(s) will receive notification regarding those students who are considered at risk for retention.

NOTIFICATION AND DOCUMENTATION

Notification will list intervention and remediation steps required for students with reading success plans. These steps will include a vision, hearing, and health screening. Individual parent conferences will be scheduled twice a year to provide information to parents for use in reinforcing reading skills at home.

RETENTION FOR READING CONCERNS

At the conclusion of summer school, students who have been attending the reading portion of the summer program will be assessed. Those students not reading at the state-mandated level as defined by § 167.645 RSMo, will be retained according to the district's retention policy.

RECESS INFORMATION

Recess is a privilege given to every child in school. Children should come to school ready to participate in recess. Weather permitting, recess will be outside. (Recess is outside almost every day.) Be sure your child is dressed appropriately for the season. Coats, hats, mittens, etc. are essential for winter weather recesses. If your child does not have appropriate clothing, they will have an indoor recess.

REPORTING CHILD ABUSE

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 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 which could reasonably result in abuse or neglect, will immediately report or cause a report to be made to the building principal, or his/her designee, who will then become responsible for making a report via the Child Abuse Hotline (1-800-392-3738) to the Missouri Division of Social Services (DSS), as required by law.

SALE OF ARTICLES AT SCHOOL

Only authorized school fund-raisers are conducted at school. The unauthorized sale of items by students is prohibited. Articles sold and/or traded without authorization will be confiscated.

SCHOOL VISITATION AND VOLUNTEER PROGRAM PROCEDURES

The faculty and staff encourage parent(s)/guardian(s) to visit school and actively participate in the education of their child/children and their school related activities. However, any parent wanting to volunteer in any classrooms must have submitted a worker registration application, signed confidentiality statement, and registered with the Family Care Registry. A copy of your Social Security Card and driver's license must be submitted with the application. All applications must be filled out and returned as soon as possible as the process takes time to go through the State of Missouri. If you have completed one of these forms in the past, you will not be required to do so again.

1. Room mothers/fathers are enlisted to assist with various room parties and chaperone field trips. The teachers give directions and are in charge of volunteers and chaperones.
2. Classroom volunteers may be asked to listen to students reading, read to students, assist teachers, and promote learning.
3. Visitors are required to first stop in the school office, sign-in, show state issued i.d. and get a visitor badge. Parents are not allowed to go directly to classrooms. If a message, medication,

money, etc. needs to be given to a student, it is best to leave it in the office rather than interrupt teaching and learning. By making an appointment with a teacher, parent(s)/guardian(s) can visit the classroom, meet with the teacher and get a better picture of the school day. Adults with special skills and interesting experiences are encouraged to share with students. Please contact the teacher to make the necessary arrangements.

4. Parents are not allowed to go directly to the classrooms.

STUDENT VISITORS

According to Board policy, students from other schools are not normally permitted to visit during the school day. Please contact the principal in advance for consideration and/or approval of special visitors.

SCHOOL-WIDE POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS

Kingston K-14 School District implements School-Wide Positive Behavior Interventions and Supports (SW-PBIS). SW-PBIS is a framework for creating safe and orderly learning environments in schools, while improving the social-emotional outcomes for students. It is a Proactive approach that relies on research-based practices, including developing clear behavioral expectations, teaching these expectations, acknowledging appropriate behavior, consistently correcting inappropriate behavior, and using behavioral data to systematically solve problems.

SEARCHES

The District may conduct periodic and unannounced administrative searches of lockers, computers, and other district equipment. School lockers, desks and other district property are provided for the convenience of students and, as such, are subject to periodic inspection without notice. Students have no expectation of privacy in lockers, desks, computers, or other district-provided equipment or areas.

Student property may be searched based on reasonable suspicion of a violation of district rules, policy or law. Reasonable suspicion must be based on facts known to the administration, credible information or reasonable inference drawn from such facts or information. Searches of student property-bags, purses, coats, electronic devices, other personal possessions and cars shall be limited in scope based on the original justification of the search and will be conducted in accordance with law. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses and not in front of other students, unless exigent circumstances exist. The District may use dogs to indicate the presence of alcohol, drugs, or other prohibited substances on campus, including the parking lot.

It is a privilege, not a right, to park on school grounds. The school retains the authority to conduct routine patrols of any vehicle parked on school grounds. The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that such a search will produce evidence that the student has violated or is violating either the law or district policy.

The administration will contact law enforcement officials to perform a search if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods or evidence of a crime beneath his or her clothing and the student refuses to surrender such items. Law enforcement officials may be contacted for assistance in performing a search in any case in which a student refuses to allow a search or in which the search cannot safely be conducted.

School employees and volunteers, other than commissioned law enforcement officers, shall not strip search students, as defined in state law, except in situations where an employee reasonably believes

that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available. If a student is strip searched, as defined in state law, by a school employee or a commissioned law enforcement officer, the district will attempt to notify the student's parents/guardians as soon as possible.

During an examination, and if reasonable under the circumstances, school employees may require students to empty pockets or remove jackets, coats, shoes and other articles of exterior clothing that when removed do not expose underwear. Employees may also remove student clothing to investigate the potential abuse or neglect of a student, give medical attention to a student, provide health services to a student or screen a student for medical conditions.

STATE MANDATED ASSESSMENTS

The district will use assessments as one indication of the success and quality of the district's education program. 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).

In order to achieve the purposes of the student assessment program, the district requires all enrolled students to participate in all applicable aspects of the assessment program.

Dyslexia Screening

As a result of HB 2379, Missouri implemented state mandated dyslexia screening for Grades K-3 starting in the 2018-19 school year. "Dyslexia screening" is a short test conducted by a teacher or school counselor to determine whether a student likely has dyslexia or a related disorder. A positive screening result does not represent a medical diagnosis but indicates that the student could benefit from support.

English Proficiency Assessments

The district will annually assess the English reading, writing and oral language skills of all district students with limited English proficiency.

National Assessment of Educational Progress

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

Reading Assessment

The district will administer a reading assessment to students in every grade level to determine whether additional reading instruction and retention are needed, as required by law. The district will also administer a reading assessment to all students who transfer to the district in all grades and to all students attending summer school due to a reading deficiency, as required by law.

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 standards adopted by the Missouri State Board of Education in third, fourth, and fifth grade. This assessment takes place in the spring.

STUDENT SUPPLIES FOR SCHOOL

The following academic materials needed by students are provided by the school district: textbooks, workbooks, physical education equipment, some musical instruments, and various other items.

Students are asked to provide certain personal supplies. Lists of basic supplies are posted at local stores and are available in the school office as well as on the school website. Every teacher issues a list of supplies students will need for class. Please contact the school if affording school supplies is financially impossible. The school and teacher will make sure missing supplies and/or other items are made available to students in need. Please do not send in rolling backpacks with students. Parents/guardians should contact their child's teacher to discuss any needs.

SUICIDE AWARENESS AND PREVENTION

Suicide is a leading cause of death among youths in Missouri and is a public health concern impacting all Missouri citizens. The Kingston K-14 School District is committed to maintaining a safe environment to protect the health, safety and welfare of students.

This policy will outline key protocols and procedures the district will use to educate employees and students on the resources and actions necessary to promote suicide awareness and prevent suicide. The goal of the district is to help students who may be at risk of suicide without stigmatizing or excluding students from school. 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 to kill him- or herself 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, the building administrator and a designee will receive training and coaching in using this tool to assist in making these determinations and appropriately responding.

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. Make every effort to locate the student immediately, and do not leave the student alone.
2. 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, he or she will take the following steps:

1. 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.
2. If the student has been located, a CRT member or the building administrator or designee will 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.
3. If it is determined that the student may be at risk of suicide, a school counselor and a CRT member will meet with the student and his or her 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. Make every effort to locate the student immediately, and do not leave the student alone.
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) 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, he or she will take the following steps:

1. 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.
2. If the student has been located, the CRT member or the building administrator or designee will, based on his or her training and an assessment of the student, determine the appropriate action including whether to call emergency services, and implement the appropriate response.
3. At an appropriate time after the crisis has passed, a school counselor and a CRT member will meet with the student and his or her parents/guardians to discuss support and safety systems, available resources, coping skills and collaborative ways to support the student.

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 school counselor or a CRT member will periodically follow up with students and parents/guardians of students who have been identified as being at risk of suicide or who have had a suicide crisis to offer additional assistance.

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.

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.

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.

TARDY (LATE TO SCHOOL) POLICY

Students will be marked tardy or late if they arrive late. Each teacher will be responsible to monitor the first three tardies to class.

Tardies to School (per semester):

1-3 rd tardy	Teacher warning
4 th tardy	Mandatory parent conference
5 th tardy	1 hour of Behavior Intervention
6 th tardy	2 hours of Behavior Intervention
7 th , 8 th and 9 th tardy	1 day of ISS
10 th tardy	2 days of ISS
10 + tardies	Continue adding ISS days

TECHNOLOGY USAGE

The Kingston K-14 School District recognizes the educational and professional value of electronics-based information technology, both as a means of accessing information and as a tool to develop skills that students need. Students and parents must sign a user agreement.

The Kingston K-14 School District's technology exists for the purpose of enhancing the educational opportunities and achievement of district students. Research shows that students who have access to technology improve achievement. In addition, technology assists with the professional enrichment of the staff and increases engagement of students' families and other patrons of the district, all of which positively impact student achievement. The district will periodically conduct a technology census to ensure that instructional resources and equipment that support and extend the curriculum are readily available to teachers and students.

The purpose of this policy is to facilitate access to district technology and to create a safe environment in which to use that technology. Because technology changes rapidly and employees and students need immediate guidance, the superintendent or designee is directed to create procedures to implement this policy and to regularly review those procedures to ensure they are current.

Definitions

For the purposes of this policy and related procedures and forms, the following terms are defined:

Technology Resources – Technologies, devices and services used to access, process, store or communicate information. This definition includes, but is not limited to: computers; modems;

printers; scanners; fax machines and transmissions; telephonic equipment; mobile phones; audio-visual equipment; Internet; electronic mail (e-mail); electronic communications devices and services, including wireless access; multimedia resources; hardware; and software. Technology resources may include technologies, devices and services provided to the district by a third party.

User – Any person who is permitted by the district to utilize any portion of the district's technology resources including, but not limited to, students, employees, School Board members and agents of the school district.

User Identification (ID) – Any identifier that would allow a user access to the district's technology resources or to any program including, but not limited to, e-mail and Internet access.

Password – A unique word, phrase or combination of alphabetic, numeric and non-alphanumeric characters used to authenticate a user ID as belonging to a user.

Authorized Users

The district's technology resources may be used by authorized students, employees, School Board members and other persons approved by the superintendent or designee, such as consultants, legal counsel and independent contractors. All users must agree to follow the district's policies and procedures and sign or electronically consent to the district's User Agreement prior to accessing or using district technology resources, unless excused by the superintendent or designee.

Use of the district's technology resources is a privilege, not a right. No potential user will be given an ID, password or other access to district technology if he or she is considered a security risk by the superintendent or designee.

User Privacy

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources including, but not limited to, voice mail, telecommunications, e-mail and access to the Internet or network drives. By using the district's network and technology resources, all users are consenting to having their electronic communications and all other use monitored by the district. A user ID with e-mail access will only be provided to authorized users on condition that the user consents to interception of or access to all communications accessed, sent, received or stored using district technology.

Electronic communications, downloaded material and all data stored on the district's technology resources, including files deleted from a user's account, may be intercepted, accessed, monitored or searched by district administrators or their designees at any time in the regular course of business. Such access may include, but is not limited to, verifying that users are complying with district policies and rules and investigating potential misconduct. Any such search, access or interception shall comply with all applicable laws. Users are required to return district technology resources to the district upon demand including, but not limited to, mobile phones, laptops and tablets.

Technology Administration

The Board directs the superintendent or designee to assign trained personnel to maintain the district's technology in a manner that will protect the district from liability and will protect confidential student and employee information retained on or accessible through district technology resources.

Administrators of district technology resources may suspend access to and/or availability of the district's technology resources to diagnose and investigate network problems or potential violations of the law or district policies and procedures. All district technology resources are considered district property. The district may remove, change or exchange hardware or other technology between buildings, classrooms or users at any time without prior notice. Authorized district personnel may install or remove programs or information, install equipment, upgrade any system or enter any system at any time.

Content Filtering and Monitoring

The district will monitor the online activities of minors and operate a technology protection measure ("content filter") on the network and all district technology with Internet access, as required by law. In accordance with law, the content filter will be used to protect against access to visual depictions that are obscene or harmful to minors or are child pornography. Content filters are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evading or disabling, or attempting to evade or disable, a content filter installed by the district is prohibited.

The superintendent, designee or the district's technology administrator may fully or partially disable the district's content filter to enable access for an adult for bona fide research or other lawful purposes. In making decisions to fully or partially disable the district's content filter, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the district.

The superintendent or designee will create a procedure that allows students, employees or other users to request that the district review or adjust the content filter to allow access to a website or specific content.

Online Safety, Security and Confidentiality

In addition to the use of a content filter, the district will take measures to prevent minors from using district technology to access inappropriate matter or materials harmful to minors on the Internet. Such measures shall include, but are not limited to, supervising and monitoring student technology use, careful planning when using technology in the curriculum, and instruction on appropriate materials. The superintendent, designee and/or the district's technology administrator will develop procedures to provide users guidance on which materials and uses are inappropriate, including network etiquette guidelines.

All minor students will be instructed on safety and security issues, including instruction on the dangers of sharing personal information about themselves or others when using e-mail, social media, chat rooms or other forms of direct electronic communication. Instruction will also address

cyberbullying awareness and response and appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms.

This instruction will occur in the district's computer courses, courses in which students are introduced to the computer and the Internet, or courses that use the Internet in instruction. Students are required to follow all district rules when using district technology resources and are prohibited from sharing personal information online unless authorized by the district.

All district employees must abide by state and federal law and Board policies and procedures when using district technology resources to communicate information about personally identifiable students to prevent unlawful disclosure of student information or records.

All users are prohibited from using district technology to gain unauthorized access to a technology system or information; 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 technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto district technology; or evade or disable a content filter.

Closed Forum

The district's technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law. The district's webpage will provide information about the school district, but will not be used as an open forum.

All expressive activities involving district technology resources that students, parents/guardians and members of the public might reasonably perceive to bear the imprimatur of the district and that are designed to impart particular knowledge or skills to student participants and audiences are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing and deletion on behalf of the school district for legitimate pedagogical reasons. All other expressive activities involving the district's technology are subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

Inventory and Disposal

The district will regularly inventory all district technology resources in accordance with the district's policies on inventory management. Technology resources that are no longer needed will be disposed of in accordance with law and district policies and procedures related to disposal of surplus property.

Violations of Technology Usage Policies and Procedures

Use of technology resources in a disruptive, inappropriate or illegal manner impairs the district's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Any violation of district policies or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. User privileges may be suspended pending investigation into the use of the district's technology resources.

Employees may be disciplined or terminated, and students suspended or expelled, for violating the district's technology policies and procedures. Any attempted violation of the district's technology policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation. The district will cooperate with law enforcement in investigating any unlawful use of the district's technology resources.

Damages

All damages incurred by the district due to a user's intentional or negligent misuse of the district's technology resources, including loss of property and staff time, will be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to district technology.

No Warranty/No Endorsement

The district makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides. The district's technology resources are available on an "as is, as available" basis.

The district is not responsible for loss of data, delays, nondeliveries, misdeliveries or service interruptions. The district does not endorse the content nor guarantee the accuracy or quality of information obtained using the district's technology resources.

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Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

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CHILDREN'S ONLINE PRIVACY PROTECTION ACT (COPPA) PERMISSION

At Kingston K-14 Schools, we use G Suite for Education, and we are seeking your permission to provide and manage a G Suite for Education account for your child. G Suite for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At Kingston K-14 Schools, students will use their G Suite accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, and learn 21st century digital citizenship skills.

The notice below provides answers to common questions about what Google can and can't do with your child's personal information, including:

What personal information does Google collect?

How does Google use this information?

Will Google disclose my child's personal information?

Does Google use student personal information for users in K-12 schools to target advertising?

Can my child share information with others using the G Suite for Education account?

Please read it carefully, let us know of any questions, and then sign the signature page to indicate that you've read the notice and give your consent.

G Suite for Education Notice to Parents and Guardians

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their G Suite for Education accounts, students may access and use the following "Core Services" offered by Google (described at https://gsuite.google.com/terms/user_features.html):

Gmail
Google+
Calendar
Chrome Sync
Classroom
Cloud Search
Contacts
Docs, Sheets, Slides, Forms
Drive
Groups
Hangouts, Hangouts Chat, Hangouts Meet, Google Talk
Jamboard
Keep
Sites
Vault

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online at https://gsuite.google.com/terms/education_privacy.html You should review this information in its entirety, but below are answers to some common questions:

What personal information does Google collect?

When creating a student account, the Kingston K-14 School District may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as a telephone number for account recovery or a profile photo added to the G Suite for Education account.

When a student uses Google services, Google also collects information based on the use of those services. This includes:

device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number;
log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address;
location information, as determined by various technologies including IP address, GPS, and other sensors;
unique application numbers, such as application version number; and
cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.

How does Google use this information?

In G Suite for Education Core Services, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

In Google Additional Services, Google uses the information collected from all Additional Services to provide, maintain, protect and improve them, to develop new ones, and to protect Google and its users. Google may also use this information to offer tailored content, such as more relevant search results. Google may combine personal information from one service with information, including personal information, from other Google services.

Does Google use student personal information for users in K-12 schools to target advertising?

No. For G Suite for Education users in primary and secondary (K-12) schools, Google does not use any user personal information (or any information associated with an G Suite for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using an G Suite for Education account.

Can my child share information with others using the G Suite for Education account?

We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. When users share information publicly, it may be indexable by search engines, including Google.

Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations and individuals outside of Google unless one of the following circumstances applies:

With parental or guardian consent. Google will share personal information with companies, organizations or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through G Suite for Education schools.

With Kingston K-14 Schools. G Suite for Education accounts, because they are school-managed accounts, give administrators access to information stored in them.

For external processing. Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the G Suite for Education privacy notice and any other appropriate confidentiality and security measures.

For legal reasons. Google will share personal information with companies, organizations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:

meet any applicable law, regulation, legal process or enforceable governmental request.

enforce applicable Terms of Service, including investigation of potential violations.

detect, prevent, or otherwise address fraud, security or technical issues.

protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.

Google also shares non-personal information -- such as trends about the use of its services -- publicly and with its partners.

What choices do I have as a parent or guardian?

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a G Suite for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of G Suite for Education, you can access or request deletion of your child's G Suite for Education account by contacting your child's building principal. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to limit your child's access to features or services, or delete your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the G Suite for Education account to view and manage the personal information and settings of the account.

What if I have more questions or would like to read further?

If you have questions about our use of Google's G Suite for Education accounts or the choices available to you, please contact your child's building principal. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the G Suite for Education Privacy Center (at <https://www.google.com/edu/trust/>), the G Suite for Education Privacy Notice (at https://gsuite.google.com/terms/education_privacy.html), and the Google Privacy Policy (at <https://www.google.com/intl/en/policies/privacy/>).

User Identification and Network Security

No student will be given access to the district's technology resources until the district receives a *User Agreement* signed by the student and the student's parent (s), guardian(s), or person(s) standing in the place of a parent.

Use of the district's technology is a privilege, not a right. No student, employee, or other potential user will be given an ID, password or other access to district technology if he/she is considered a security risk by the superintendent or designee.

TELEPHONE USE

Students are called to the telephone only in case of emergency. If you wish to confer with a teacher, please leave a message and your call will be returned in a timely fashion. Students must obtain permission from a teacher or the office before using the phone.

TEXT BOOKS

All textbooks are furnished to students free of charge. The student will assume full responsibility for returning them in the same condition as they were received, normal wear is expected. Students will be charged for excessive damage or abuse or for textbooks that are not returned at the time the student leaves school. Students who fail to return textbooks will be required to pay replacement costs. Report cards will not be released until textbooks are turned in.

TITLE I FUNDING

Kingston K-14 School District receives Title I funding to support programs for students who are academically at risk. Our district is required to inform you of certain information that you, according to The Every Student Succeeds Act of 2015 (ESSA) 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 qualification 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.

If you have any questions regarding this information, please contact your building principal or Dr. Jennifer Boyster, Federal Programs Coordinator, at 438-4982 ext 805. We will be happy to answer any questions you may have.

TRAUMA INFORMED SCHOOL

Pursuant to Missouri Senate Bill 638, Section 161.1050, the Missouri Department of Elementary and Secondary Education (DESE) has established the “Trauma-Informed Schools Initiative.” More information regarding the Trauma Informed Schools Initiative may be found at <https://dese.mo.gov/traumainformed>.

TRUANCY

Students absent from school without parent/guardian knowledge and/or permission are considered truant. Truancy includes leaving the classroom without permission or leaving school without informing the office and signing out. It is difficult, if not impossible, for students to get information brought out in class discussion, video presentation, or various methods of instruction when they are absent.

WEAPONS IN SCHOOL

The Board recognizes the importance of preserving a safe educational environment for students, employees and patrons. 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 grounds, buses, or at school activities.

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, concealed firearm, firearm, firearm silencer, explosive weapon, gas gun, taser, knife, switchblade knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun, as these terms are defined in 571.010, RSMo.
3. Any instrument or device customarily used for attack or defense against an opponent, adversary or victim; or any instrument or device used to inflict physical injury or harm to another person.

In accordance with federal and state law, any student who brings or possesses a firearm as defined in 18 U.S.C. 921 or device listed above on school property or at any school activity will be suspended from school for at least one (1) calendar year or expelled and will be referred to the appropriate legal authorities*. The superintendent to the Board of Education may modify the suspension or expulsion on a case-by-case basis upon recommendation.

Missouri Department of Elementary and Secondary Education
Every Student Succeeds Act of 2015 (ESSA)
COMPLAINT PROCEDURES

This guide explains how to file a complaint about any of the programs¹ that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)².

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

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

Complaints can be filed with the LEA or with the Department.

4. How will a complaint filed with the LEA be investigated?

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

5. What happens if a complaint is not resolved at the local level (LEA)?

A complaint not resolved at the local level may be appealed to the Department.

¹ Programs include Title I, A, B, C, D, Title II, Title III, Title IV, A, Title V
² In compliance with ESSA Title VIII- Part C, Sec. 8304(a)(3)(C)

6. How can a complaint be filed with the Department?

A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
2. The facts on which the statement is based and the specific requirement allegedly violated.

7. How will a complaint filed with the Department be investigated?

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

1. **Record.** A written record of the investigation will be kept.
2. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
5. **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
6. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

8. How are complaints related to equitable services to nonpublic school children handled differently?

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

9. How will appeals to the Department be investigated?

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

10. What happens if a complaint is not resolved at the state level (the Department)?

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

FEDERAL PROGRAMS COMPLAINT PROCEDURE

The Kingston K-14 School District is interested in resolving concerns and hearing complaints from the public regarding district programs and services so that they may be improved and better meet the needs of the students and the community.

The district encourages parents/guardians, students and other members of the public to first discuss concerns with the appropriate district staff prior to bringing the issue to the Board so that the issue may be thoroughly investigated and addressed in a timely fashion. The Board will not act on an issue without input from the appropriate district staff and may require a parent/guardian, patron or student to meet with or discuss an issue with district staff prior to making a decision in the matter.

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.

Complaints regarding district compliance with nondiscrimination laws will be processed according to policy AC. Employee grievances will be processed in accordance with the established employee grievance procedure or as otherwise required by law. Other grievances or complaints for which there is a specific policy or procedure will be addressed pursuant to that policy or procedure.

All district employees are expected to answer questions, receive input and professionally address concerns and complaints of parents/guardians, students and other members of the public. If an employee is unable to answer a question or resolve an issue, the employee must direct the person or the question to the appropriate district employee.

Federal Programs

In addition to general concerns and complaints, the Board is interested in resolving concerns regarding federal programs including, but not limited to, allegations that the district has violated a federal statute or regulation that applies to particular federal programs administered by the district or the Missouri Department of Elementary and Secondary Education (DESE) in accordance with Title I, Parts A, B, C, D; Title II; Title III, Part A.2; Title IV, Part A; Title VI; and Title VII, Part C of the Every Student Succeeds Act of 2015 (ESSA) Act.

The superintendent or designee is authorized to contact the district's private attorney for assistance in determining whether a violation has occurred. The superintendent or designee is authorized to immediately make changes to bring the district into compliance with federal law if the investigation determines that the law has been violated.

Notice

The district will notify all parents/guardians of the process for filing a complaint with the district, including the process outlined in this policy. In addition, the district will provide all parents/guardians a copy of DESE's Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures. If a person files a complaint regarding one of the listed federal programs, the person will be provided another copy of DESE's Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures if the issue is not resolved at the district level.

Process for Resolving a Concern or Complaint

The following steps are to be followed by parents/guardians, students or the public when concerns or complaints arise regarding the operation of the school district that cannot be addressed through other established procedures.

1. Concerns or complaints should first be addressed to the teacher or employee directly involved.
2. Unsettled matters from (1) above or concerns or complaints regarding individual schools should be presented in writing to the principal of the school. If the complaint is regarding a federal program listed above, the complaint must specify the federal law or regulation alleged to have been violated and the facts supporting the allegation. The principal will provide a written response to the individual raising the concern within five business days of receiving the complaint or concern unless additional time is necessary to investigate or extenuating circumstances exist.
3. Unsettled matters from (2) above or concerns or complaints regarding the school district in general should be presented to the superintendent or designee in writing. The superintendent or designee will provide a written response to the individual voicing the concern within five business days of receiving the concern or complaint, unless additional time is necessary to investigate or extenuating circumstances exist.
4. If the matter cannot be settled satisfactorily by the superintendent or designee, a member of the public may request that the issue be put on the Board agenda, using the process outlined in Board policy. In addition, written comments submitted to the superintendent or the secretary of the Board that are directed to the Board will be provided to the entire Board.
5. For most complaints, the Board's decision is final. However, if the complaint involves one of the federal programs listed above, the individual may appeal the issue to DESE.

Documentation and Release of Information

The district will maintain a copy of the complaint and documentation of any written resolution, when applicable, in accordance with law. If the complaint involves a federal program listed above, the superintendent or designee will complete a written summary of the investigation and, if a violation has occurred, a description as to how the matter was resolved. The written summary must be completed within 45 calendar days of the complaint being filed with DESE if the complaint is first filed with DESE. Records will be released upon request when required by law. In situations where a violation of law has been alleged or determined or documents include legal advice or work product, the superintendent or designee will have the district's attorney review the documents before they are released to DESE, the person complaining or any other person.

The Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the [Name of school ("School")] receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the [School] to amend their child's or their education record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[Optional] Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school or school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request or the disclosure is initiated by the parent or eligible student.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations.

Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, Â§ 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student:

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in Â§ 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (Â§ 99.31(a)(1))
- To military recruiters and officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of Â§ 99.34.Â (Â§ 99.31(a)(2)) unless the parent/guardian notifies the district.
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State.Â Disclosures under this provision may be made, subject to the requirements of Â§ 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (Â§Â§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (Â§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to Â§ 99.38. Â (Â§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) Â develop, validate, or administer predictive tests; (b)Â administer student aid programs; or (c)Â improve instruction, if applicable requirements are met. (Â§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (Â§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (Â§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (Â§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to Â§ 99.36.Â (Â§ 99.31(a)(10))
- Information the school has designated as "directory information" if applicable requirements under Â§ 99.37 are met. (Â§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. Â§ 1232g(b)(1)(L))

- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. Â§ 1232g(b)(1)(K))
- In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain extensive and sometimes personal information about students and families. These records must be kept confidential in accordance with law, but must also be readily available to district personnel who need the records to effectively serve district students.
- The superintendent or designee will provide for the proper administration of student records in accordance with law, will develop appropriate procedures for maintaining student records and will standardize procedures for the collection and transmittal of necessary information about individual students throughout the district. The superintendent and building principals will develop a student records system that includes protocols for releasing student education records. Principals are responsible for maintaining and protecting the student education records in each school. The superintendent or designee will make arrangements so that all district employees are trained annually on the confidentiality of student education records, as applicable for each employee classification.

Definitions

- *Eligible Student* – A student or former student who has reached age 18 or is attending a postsecondary school.
- *Parent* – A biological or adoptive parent of a student, a guardian of a student, or an individual acting as a parent or guardian in the absence of the student's parent or guardian.
- *Student* – Any person who attends or has attended a school in the school district and for whom the district maintains education records.

Health Information

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

Parent and Eligible Student Access

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

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

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

Directory Information

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

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

The school district designates the following items as directory information.

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

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

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

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

Law Enforcement Access

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

set forth in federal law.

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

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

Children's Division Access

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

Military and Higher Education Access

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

PROTECTION OF PUPIL RIGHTS

Inspection

Any parent may inspect, upon request, any instructional material used as part of the educational curriculum and all instructional materials, including teachers' manuals, films, tapes or other supplementary material, that will be used in connection with any survey, analysis or evaluation as part of any applicable program. Further, a parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to a student. The term "instructional material" does not include academic tests or academic assessments.

In general, the district will not collect, disclose or use personal student information for the purpose of marketing or selling that information or otherwise providing the information to others for that purpose. In the rare case where the district may collect information from students for the purpose of marketing or selling that information, parents may inspect any instrument used before the instrument is administered or distributed to a student, upon request and in accordance with Board policy.

Consent Required

In accordance with law, no student, as part of any program wholly or partially funded by the U.S. Department of Education, shall be required to submit to a survey, analysis or evaluation (hereafter referred to as "protected information survey") that reveals any of the following information without written consent of a parent:

- A. Political affiliations or beliefs of the student or the student's parent.
- B. Mental or psychological problems of the student or the student's family.
- C. Sex behavior or attitudes.
- D. Illegal, antisocial, self-incriminating or demeaning behavior.
- E. Critical appraisals of other individuals with whom respondents have close family relationships.

- F. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers.
- G. Religious practices, affiliations or beliefs of the student or the student's parent.
- H. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

Notice and Opportunity to Opt Out

In accordance with law, parents will receive prior notice and an opportunity to opt a student out of:

- A. Any other protected information survey, as defined above, regardless of the funding source.
- B. 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, or any physical exam or screening permitted or required under state law, except for hearing, vision or scoliosis screenings.
- C. Activities involving the collection, disclosure or use of personal information obtained from students for marketing, selling or otherwise distributing information to others.

The district will directly notify parents at the beginning of the school year of the specific or approximate dates during the school year when the above-listed activities will occur or are expected to be scheduled.

Notification of Policy and Privacy

In accordance with law, parents will be directly notified of this policy at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in the policy.

The district will take measures to protect the identification and privacy of the students participating in a protected information survey, regardless of the source of funding. These measures may include limiting access to the completed surveys and the survey results as allowed by law. All student educational records will be protected in accordance with law and Board policy JO.

The provisions of this policy applicable to parents will transfer to a student who is 18 years old or emancipated.

SPECIAL EDUCATION DEPARTMENT

SPEC ED, 504, TITLE IX

GRIEVANCES

NON-DISCRIMINATION OF THE BASIS OF DISABILITY

The Board believes that discrimination against a qualified disabled person, solely on the basis of disability, is unfair. Furthermore, the Board believes that qualified disabled persons should be in the mainstream of life in the school community to the extent that is reasonably permissible and/or possible.

Therefore; pursuant to Public Law 93-112, Section 504 of the Rehabilitation Act of 1973 and its accompanying federal regulations, the Board declares that the school district does not and will not discriminate on the basis of disabling conditions in the educational programs, activities and vocational opportunities offered by the district. This policy will extend not only to students with regard to educational opportunities, but also to employees with regard to employment opportunities, and to other qualified individuals with a disability.

Under the Public Law 93-112, Section 504 of the Rehabilitation Act of 1973, Public Law 94-142, The Education for All Handicapped Children Act of 1975, and the Americans with Disabilities Act, the Kingston K-14 School District:

- A. May not discriminate against qualified disabled persons in any aspect of school district employment solely on the basis of disability, and will make reasonable accommodations for the known disabilities of qualified applicants and employees.
- B. Must make facilities, programs and activities accessible, usable and open to qualified disabled persons.
- C. Must provide free appropriate education at elementary and secondary levels, including nonacademic and extracurricular services and activities to qualified disabled persons.
- D. May not exclude any qualified disabled persons solely on the basis of disability from participation in any preschool education or day care program or activity, or from any adult education or vocational program or activity.
- E. Must provide each qualified disabled person with the same health, welfare and other social services as are provided other persons.

The Board will designate an individual to act as the district's Section 504 compliance coordinator, and will ensure that the coordinator's name, business address and telephone numbers, as well as the statements of nondiscrimination by the district, are published to patrons, employees and students on an annual basis. The Board will also designate an individual to act as the compliance coordinator for the Americans with Disabilities Act and will make available to all interested individuals the name, business address and telephone number of this individual. Information about the Americans with Disabilities Act and its applicability to the district's programs, service and activities will be made available to applicants, participants and other interested persons. Accordingly, it will be the policy of the Board to continually evaluate its practices and procedures to ensure fair and equitable educational and employment opportunities without regard to disability to all of its students and employees. If you feel you are being discriminated against, please contact the Director of Special Education at 573-438-4982, or at 10047 Diamond Rd., Cadet, MO 63630

ALLEGED DISCRIMINATION OF THE BASIS OF DISABLING CONDITIONS

It shall be the policy of the Board of Education that individuals be assured the opportunity for an orderly presentation in the review of grievances, which should aid in the elimination of discriminatory acts governed by Section 504.

The procedures to resolve grievances associated with alleged discrimination on the basis of disabling conditions in educational programs governed by Public Law 94-142 shall be those as outlined in the Missouri Department of Elementary and Secondary Education publication Compliance Policies for Public Law 94-142, The Education for All Handicapped Children Act of 1975.

No person shall suffer reprisals as a result of having initiated or presented a grievance.

GRIEVANCE PROCEDURE

A grievance procedure has been adopted by the Kingston K-14 School District to expedite prompt and equitable resolution of any complaint. Any student, parent, or employee alleging non-compliance with any part of Title IX, Section 504, ADA, or IDEA should file a written complaint with the Director of Special Education, 10047 Diamond Rd, Cadet, MO 63630.

NON-DISCRIMINATION POLICY

TITLE IX: This is to notify the public, employees, and students that the Kingston K-14 School District is an equal opportunity employer and is in compliance with Public Law 92-318, Title IX. Kingston K-14 does not discriminate, on the basis of sex, in its educational programs, activities, or employment. The Kingston K-14 School District is committed to providing an environment free from intimidating, hostile, or offensive behavior, unwelcome sexual favors and other verbal or physical conduct or communication constituting sexual harassment. Sexual harassment by an employee, student or other person in the district against any person is prohibited. Allegations of sexual harassment shall be investigated and, if substantiated, corrective or disciplinary action taken, up to and including suspension and/or expulsion of the student or suspension and/or termination of the employee.

SECTION 504: In order to fulfill its obligation under Section 504 of the Rehabilitation Act of 1973, the Kingston K-14 School District recognizes its responsibility and will not permit discrimination in policies and practices regarding its personnel and students.

1990 CIVIL RIGHTS LAW: AMERICAN WITH DISABILITIES ACT: The Kingston K-14 School District will provide equal access to its educational facilities and programs for individuals:

1. with records of having physical or mental impairments which substantially limits one or more major life activities.
2. and to individuals who are regarded as having an impairment, whether they have the impairment or not. A free and appropriate education in the least restrictive environment will be available to all children with disabilities.

If you feel you are being discriminated against regarding Title IX, Section 504, or the Civil Rights Act you may contact the Director of Special Education at 573-438-4982, or 10047 Diamond Rd., Cadet, MO 63630.

Special Education and Related Services (IGBA)

It is the policy of the Board of Education to provide a free and appropriate education for students with disabilities, including those who are in need of special education and related services.

General

Any individual who knows or believes that a student has a disability and is in need of accommodation should contact the school's principal or district administration immediately.

All complaints regarding discrimination will be resolved in accordance with policy AC. Anyone who has a complaint or suspects discrimination should contact the compliance officer identified in policy AC.

The district will notify all parents and students of its obligations under this policy and the law.

Unless the parents of the child have initially consented in writing to the district's offer to provide special education and related services, the district cannot, and will have no obligation to, provide special education services pursuant to the Individuals with Disabilities Education Act (IDEA), and the child will not receive the protections of the IDEA.

Students Eligible for Special Education Services under the IDEA

The district's programs and services available to meet the needs of students with disabilities will be in accordance with applicable federal and state laws governing special education services, including the

State and Local Plans for the implementation of Part B of the IDEA. However, if the State of Missouri does not receive or accept federal IDEA Part B funds, nothing in this policy shall be read to require anything, procedurally or substantively, that is not required by the governing law.

Students Placed in Private Schools by Their Parents

In general, the Kingston K-14 School District has no obligation to provide a free, appropriate public education (FAPE) or special education and related services to any student enrolled in a private school by his or her parents. The district will expend a proportionate amount of its IDEA Part B funds on the group of privately placed students as a whole, as required by law.

Parents of a student previously enrolled in the district who choose to unilaterally place the student in a private school without district consent due to a dispute regarding FAPE will not be reimbursed for tuition costs except as required by law.

Evaluation and Identification

The special education director will develop and implement procedures governing the evaluation of students to determine their eligibility for special education services in accordance with the law and state and local plans. Further, the Board authorizes the special education director to use a discrepancy model, including the use of professional judgment or a response to intervention (RTI) model, for identifying students with specific learning disabilities (SLD).

Independent Evaluations

An Independent Educational Evaluation (IEE) will be provided as required by the IDEA. Applicable procedures, evaluator criteria and cost guidelines governing the IEE process are available through the district's special services office. The Board delegates the authority to make changes to these procedures, evaluator criteria and cost guidelines to the superintendent or designee. These items will adhere to rules published in the State and Local Plans for Compliance with Part B of the IDEA.

Extended School Year

Extended school year (ESY) services may be necessary to provide a child with a disability a free and appropriate public education pursuant to law. The individualized education program (IEP) team will consider ESY services for all special education students eligible for services under the IDEA, but ESY services will only be provided if the student is found eligible in accordance with this policy.

A student will be eligible for ESY services if, based on the available data, the student needs services beyond the regular school day/term to avoid regression that will interfere with the student's ability to continue to progress in the curriculum. This determination will be based on consideration of the following:

1. The nature and severity of the student's disability.
2. The areas of learning crucial to the child's attainment of self-sufficiency and independence.
3. The student's progress.
4. The student's behavioral and physical needs.
5. Opportunities the student will have to practice skills outside of the classroom setting without ESY services.
6. Availability of alternative resources.
7. Areas of curriculum that need continuous attention.
8. Ability of the student's parents to provide educational structure.
9. Particular curricular or vocational needs of the student.

The length, nature and type of ESY services will be determined by the IEP team and addressed in each student's IEP. If at the time the IEP is developed it is unreasonable to predict eligibility for ESY services, the IEP team will meet after sufficient time has passed for the team to make an informed decision about ESY services, but not later than six weeks prior to the end of the regular school term.

Mediation

The Board of Education authorizes the special education director to legally bind the school district to a mediation agreement developed in accordance with the IDEA and Missouri law and further authorizes the special education director to contact an attorney for legal advice prior to making any decisions. In the absence of the special education director, the process coordinator is authorized to perform his or her duties under this section.

Resolution

The Board of Education designates the special education director to represent the school district in resolution meetings and gives the special education director decision-making authority on behalf of the district. The special education director has the authority to sign and legally bind the district to a settlement agreement reached at the resolution meeting. In the absence of the special education director, the process coordinator is authorized to perform his or her duties under this section. All other settlement agreements must be approved by the Board.

Children Three to Five Years of Age

When identifying children three to five years of age who qualify for special education but are not yet eligible for kindergarten, the district will use any of the disability categories, including that of Young Child with a Developmental Delay (YCDD). When a child so identified reaches kindergarten age, his or her eligibility will continue to be determined using any of the disability categories, including that of YCDD. A child who is not identified as eligible for special education services prior to reaching kindergarten age will be identified using disability categories excluding that of YCDD.

Accommodation of Students with Disabilities Including Those Not Eligible for Special Education Services under the IDEA

The district seeks to identify, evaluate and provide free and appropriate educational services in the least restrictive environment to all qualified students with disabilities within the definitions of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). No qualified student with a disability shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any district program, including nonacademic services and extracurricular activities.

Students with disabilities may be eligible for accommodation under this policy even though they are not eligible for services pursuant to the IDEA. The district will initiate a referral if a student requiring accommodation is also believed to be a student with a disability under the IDEA. Implementation of an IEP in accordance with the IDEA satisfies the district's obligation to provide a free and appropriate education under Section 504.

PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION (Notice of Nondiscrimination) AC-AF1

General: The Kingston K-14 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 Kingston K-14 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: No person shall, on the basis of race, color, national origin, sex, age or disability, be excluded from participation in, be denied benefits of or otherwise be subject to discrimination under a school nutrition program for which the district receives federal financial assistance from the U.S. Department of Agriculture (USDA) Food and Nutrition Services. School nutrition 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 Kingston K-14 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 any district office.

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

Superintendent of Schools
Kingston K-14 School District
10047 Diamond Road
Cadet, MO 63630
Phone: 573-438-4982
Fax: 573-438-8813
wallace.leeann@k-14.org

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:

Dr. Jennifer Boyster
Kingston K-14 School District
10047 Diamond Road
Cadet, MO 63630
Phone: 573-438-4982
Fax: 573-438-8813
boyster.jenny@k-14.org

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
E-mail: OCR.KansasCity@ed.gov

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

STUDENT COMPLAINTS AND GRIEVANCES

Alleged acts of unfairness or any decision made by school personnel, except as otherwise provided for under student suspension and expulsion, which students and/or parents/guardians believe to be unjust or in violation of pertinent policies of the Board or individual school rules, may be appealed to the school principal or a designated representative.

The following guidelines are established for the presentation of student complaints and grievances:

- The principals shall schedule a conference with the student and any staff members involved to attempt to resolve the problem. Parents/Guardians may be involved in the conference, or a later conference for parents/guardians may be scheduled at the discretion of the principal.
- If the problem is not resolved to the satisfaction of the student and/or parents/guardians, a request may be submitted for a conference with the assistant superintendent of schools. The assistant superintendent shall arrange a conference to consider the problem, and to inform participants of the action that will be taken.
- If the problem is not resolved to the satisfaction of the student and/or parents/guardians, a request may be submitted for a conference with the superintendent of schools. The superintendent shall arrange a conference to consider the problem, and to inform participants of the action that will be taken.
- If the student and/or parents/guardians are not satisfied with the action of the superintendent, they may submit a written request to appear before the Board of

Education. Unless required by law, a hearing will be at the discretion of the Board. The decision of the Board shall be final.

All persons are assured that they may utilize this procedure without reprisal.

NOTE: The reader is encouraged to review administrative procedures and/or forms for related information in support of this policy area.

Adopted: June 2023

BULLYING*(Bullying Incident Report Form for Use by Parents, Students and Community Members)***Reporter (Person Filing the Report)**

Date Filed: _____

Name: _____

Address: _____

Phone Number: _____ E-mail: _____

Relationship to the student being bullied (*parent/guardian, fellow student, community member, etc.*): _____

- ☐ I prefer to remain anonymous. (*The district will investigate all allegations of bullying, but it is more difficult to follow up on anonymous reports.*)

Bullying frequently involves repeated behavior. If you have witnessed or have knowledge of more than one incident, please provide information on all incidents. Please feel free to use multiple forms or attach additional pages if necessary to report all related incidents.

Did you witness this incident? ☐ Yes ☐ No

If no, provide the specific information as to how you found out about this incident: _____

Details of Incident

1. Date and time the incident took place: Date: _____ Time: _____
(*If the exact date and time are uncertain, provide an approximate date and time.*)

2. Where did the incident take place? (*Be as specific as possible. For example, instead of "the middle school," specify "the sixth-grade section men's bathroom at the middle school."*)

3. Please provide as much of the following information as possible for each student who was the target of the bullying:

Name of Targeted Student	Grade Level	School of Attendance
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Name of Targeted Student	Grade Level	School of Attendance
--------------------------	-------------	----------------------

Name of Targeted Student	Grade Level	School of Attendance
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Name of Targeted Student	Grade Level	School of Attendance
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Name of Targeted Student	Grade Level	School of Attendance
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4. Please provide as much of the following information as possible for each student who was engaging in the bullying behavior:

Name of Subject of Report	Grade Level	School of Attendance
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Name of Subject of Report	Grade Level	School of Attendance
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Name of Subject of Report	Grade Level	School of Attendance
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Name of Subject of Report	Grade Level	School of Attendance
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Name of Subject of Report	Grade Level	School of Attendance
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5. List the names of others who witnessed or may have witnessed the incident: _____

6. Please describe the incident. (Include as much detail as possible. Do not "clean up" anything that was said or done. If inappropriate language or gestures were used, include the exact language and describe the exact gesture used.) _____

7. Is there any other information you believe is relevant for the district to know when investigating this incident? _____

This report should be accompanied by any applicable evidence that bullying occurred, such as copies of notes, e-mails or photos. If the bullying includes sexting, nudity or inappropriate images of a minor, please do NOT copy, download or further distribute the images! Instead, show the evidence to the principal immediately so that appropriate action can be taken.

A copy of this form should be submitted to:

Title: _____

Address: _____

E-mail: _____ Fax: _____

You may also provide information over the phone: _____ [phone number]

Once received, this form will be forwarded to the appropriate staff member for further action.

* * * * *

FILE: JFCF-AF2
Critical

Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.

Implemented: 11/17/2016

Kingston K-14 School District, Cadet, Missouri



Kingston K-14 School District 2023-2024

	July 2023							January 2024							
	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
4 – Independence Day							1		1	2	3	4	5	6	1 - Christmas Break
	2	3	4	5	6	7	8	7	8	9	10	11	12	13	2 - Staff Development / TWD (1)
	9	10	11	12	13	14	15	14	15	16	17	18	19	20	3 - School Resumes
	16	17	18	19	20	21	22	21	22	23	24	25	26	27	15 - MLK Day; No School
	23	24	25	26	27	28	29	28	29	30	31				
Count videos toward days 1.5 days (12 hrs)	30	31													Teacher 21 / Student 20
	August 2023							February 2024							
	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
			1	2	3	4	5					1	2	3	
11-New Teacher Orientation (1)	6	7	8	9	10	11	12	4	5	6	7	8	9	10	5- Staff Development
14-18:21 Staff Development/TWD (6)	13	14	15	16	17	18	19	11	12	13	14	15	16	17	19 – President's Day-No School
17-TWD/Open House 3:30-7:30 (1.5)	20	21	22	23	24	25	26	18	19	20	21	22	23	24	
23- First Day of School	27	28	29	30	31			25	26	27	28	29			
New Teachers 15.5 (17 with videos)															Teacher 20 / Students 19
Teacher-13.5 (15 with videos) / Students 7															
	September 2023							March 2024							
	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
04 – Labor Day Weekend; No School						1	2						1	2	1-EOQ days
22- Staff Development / TWD	3	4	5	6	7	8	9	3	4	5	6	7	8	9	7- ½ day for students/PTC 12:30-7:30 (.5)
	10	11	12	13	14	15	16	10	11	12	13	14	15	16	8- No School
	17	18	19	20	21	22	23	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	24	25	26	27	28	29	30	28-29 Easter Break; No School
Teacher 20 / Student 19								31							Teacher 18.5 / Student 18
	October 2023							April 2024							
	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
13-End of 1st Quarter (37 days)	1	2	3	4	5	6	7		1	2	3	4	5	6	1 Easter Break; No School
19-½ day for stu PTC 1:00-7:30 (.5 td)	8	9	10	11	12	13	14	7	8	9	10	11	12	13	April 8 Solar Eclipse - No school
20-No School	15	16	17	18	19	20	21	14	15	16	17	18	19	20	
27 – Staff Development (1 td)	22	23	24	25	26	27	28	21	22	23	24	25	26	27	
	29	30	31					28	29	30					
Teacher 21.5 / Student 20															Teacher 20 / Student 20
	November 2023							May 2024							
	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
13-No School				1	2	3	4				1	2	3	4	17 - Last Day 1/2 Day Students
22-24 - Thanksgiving Break	5	6	7	8	9	10	11	5	6	7	8	9	10	11	17 - Last Day Teachers
	12	13	14	15	16	17	18	12	13	14	15	16	17	18	
	19	20	21	22	23	24	25	19	20	21	22	23	24	25	Teacher 13/ Student 13
	26	27	28	29	30			26	27	28	29	30	31		Student Semester Days- 90
Teacher 18 / Student 18															Teacher Semester Days - 92.5
	December 2023							June 2024							
	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
20-31 – Christmas Break						1	2							1	
EOQ days	3	4	5	6	7	8	9	2	3	4	5	6	7	8	
	10	11	12	13	14	15	16	9	10	11	12	13	14	15	
Teacher 13 / Student 13	17	18	19	20	21	22	23	16	17	18	19	20	21	22	
Student Semester Days- 77	24	25	26	27	28	29	30	23	24	25	26	27	28	29	
Teacher Semester Days - 87.5	31							30							