

# STUDENT HANDBOOK

## 2022– 2023



# EMPOWER

**KINGSTON 42 SCHOOL DISTRICT**

139 East Lincoln

Kingston, Missouri 64650

(816) 586-3111

FAX: (816) 586-3903

[www.kingston42.com](http://www.kingston42.com)

<https://www.facebook.com/kingston42/>

# Mission Statement

The mission of our school is to empower all.

Andrea Hieronymus, Superintendent

## KINGSTON 42 BOARD OF EDUCATION:

President, Jason Segar

Vice-President, Chelsi Burnett

Treasurer, Kayla McCrary

Jennifer Segar

Kendra Gustin

Lacey Baker

Kathy Jones

Jennifer Noble, Board Secretary

Adopted: August 16, 2022

Subject to updates throughout the school year as approved by the Kingston 42 School Board

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August 2021

Dear Parents:

Welcome to Kingston School! We look forward to a great year filled with lots of exciting learning opportunities for your child.

The education of your child is of the utmost importance to all of us and must be approached in a positive and cooperative manner, with the school and parents uniting as one. We all want your child to succeed and acquire the necessary skills to be successful students and citizens.

In order to assure a smooth and orderly school year, this handbook outlines our expectations for students. Please read this handbook with your child, so both of you will know our rules and policies. There is a signature sheet at the back that you and your child need to sign and return to the school as soon as possible.

Thank you for sharing your child with us. If you have any questions or concerns, please feel free to contact the school.

Sincerely,

Andrea Hieronymus  
Superintendent  
Kingston 42 School



**KINGSTON 42 SCHOOL DISTRICT PERSONNEL  
2022-2023**

<b>Supt./Prin./Dir. Of Student Services</b>	Mrs. Andrea Hieronymus	Andrea.Hieronymus@Kingston42.com
<b>Director of Special Education</b>	Ms. Joyceln Meservey	
<b>Secretary/Bookkeeper/Bus Driver</b>	Mrs. Jennifer Noble	Jennifer.Noble@Kingston42.com

**Classroom Teachers**

PreK & Kindergarten	Miss Ashton Duncan	Ashton.Duncan@Kingston42.com
First & Second Grade	Mrs. Malinda Brownfield	Malinda.Brownfield@Kingston42.com
Third & Fourth Grade	Ms. Erica Lopez	Erica.Lopez@Kingston42.com
Fifth & Sixth Grade	Mr. Mark Hoerl	Mark.Hoerl@Kingston42.com
Seventh & Eighth Grade	Ms. Katie Ellis	Kathryn.Ellis@Kingston42.com
Math	MR. Glenn Hayes	Glenn.Hayes@kingston42.com

**Teachers in Specialized Fields**

Special Education	Mr. Mark Hoerl
Art	Mrs. Susan Jackson
Music	Mrs. Jacque Job
Library & STEM	Mrs. DeAnn Blade
Title I	Mrs. DeAnn Blade & Ms. Erica Lopez
PE	Mr. Randall Anderson

**Support Staff**

Parents as Teachers	Mrs. Gretchen Brashear
School Nurse & Health	Caldwell Co. Health Dept.
Food Service	Mr. Andrew Webster
Maintenance	Mr. David Bethel
Custodian	Mrs. Angie Bethel

**Statement of Non-Discrimination**

In accordance with U.S. Department of Agriculture policy, the Kingston 42 School District prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (PDF), found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov). Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

## OFFICE HOURS

The office of the Kingston 42 School District is open from 7:30 a.m. – 3:35 p.m., Monday – Friday.

## SCHOOL SCHEDULE

The students are permitted in the building and on school grounds at 7:30 a.m. Breakfast is served beginning at 7:30 a.m. and ending at 7:55 a.m. Classes will begin at 8:00 a.m. and dismiss at 3:30 p.m. Parents should not drop off or leave children at school during unsupervised times.

## BREAKFAST/HOT LUNCH PROGRAM

Breakfast/lunch will be served on a daily basis for students in Pre-Kindergarten through 8<sup>th</sup> grades.

<u>Prices:</u>	Students:	Breakfast	Free	Lunch	Free
		Milk/Juice	\$.40		
	Adults:	Breakfast	\$1.85	Lunch	\$2.60

### Community Eligibility Provision

Kingston 42 is participating in a Free Breakfast and Lunch Program for the current school year 2022-2023. This alternative is referred to as the Community Eligibility Provision. All students enrolled at this school may participate in the breakfast/lunch program at no charge. Household applications for free and reduced price meals will not be collected.

Studies have shown that children who are not hungry perform better in school. By providing breakfast/lunch to all children at no charge, we can create a better learning environment for our students.

The school breakfast and lunch that we serve follows U.S. Department of Agriculture guidelines for healthy school meals. The Free Breakfast and Lunch Program cannot succeed without your support. Please encourage your children to participate in the school meal programs. All meals will be served to all students at no charge.

If parents do not want their child to take part in the lunch program, they may send a sack lunch with their children. Please do not send soda (pop), energy drinks or tea in your child's lunch, as these are not permitted at lunch. Milk may be purchased from the school if desired, on a cash-only basis, or students have access to water. The school reserves the right to encourage healthy eating by requesting that desserts or sweet snacks be eaten at the end of the meal. Appliances (refrigerator, freezer and microwave) are off limits to all students. Please do not send food that the student cannot eat or access without help

Children are delighted when they have a guest. Please join them and make their day! Prior notification is appreciated if visitors are planning to purchase a school lunch. If a large group of visitors is expected we would appreciate two days notice. However, please note that we expect students to follow all cafeteria rules (including seating) and we expect guests to respect the rules we have in place. Cafeteria rules are posted in the cafeteria.

**Breakfast is served from 7:30 a.m. – 7:55 a.m.                      Lunch is served from 11:30 a.m. – 12:30 p.m.**

## **STUDENT/TEACHER CONTACT**

Students and teachers may be contacted during school hours by calling the office of the school at (816) 586-3111 or by school email. Appointments will be arranged during the teacher's conference period. However, students and teachers will be called from class only in an emergency. All visitors are asked to check in at the office upon entry of the building. No visitor is to go beyond the office without permission of office personnel. Students arriving late or leaving early must be signed in or out in the office by the adult accompanying them.

## **ENROLLMENT POLICIES**

Pre-Kindergarten: Children may attend the Kingston 42 Preschool the semester following their 4<sup>th</sup> birthday. Children may attend on a consistent scheduled part-time or full time basis. Children who reside in the Kingston 42 District may attend for free. Children living outside the district will be admitted on an individual basis. Fees for out of district preschool students will be determined on an annual basis.

Kindergarten: Children who will be five years old before August 1<sup>st</sup> of the current year may be enrolled in Kindergarten.

A birth certificate and immunization record must be provided when enrolling.

It is the policy of the Kingston 42 School District that all students attending the district shall be immunized in accordance with the law. FILE: JHCB

The district will notify parents/guardians at the time of initial enrollment of their student in district-sponsored preschool that they may request notice from the district as to whether any students currently enrolled in or attending the facility have an immunization exemption on file with the district FILE: JHCB

## **TRANSFER-CHANGE OF ADDRESS OR PHONE NUMBER**

Please inform the school office when you are planning to move within or from our school district. It is important to your children that we have your current address and phone number. Please keep us informed.

## **ATTENDANCE, ABSENCES, TARDIES AND DISMISSAL**

Regular and punctual patterns of attendance will be expected of each student enrolled in the school district. Students should strive to maintain a good attendance record, because there is a direct relationship between school attendance and grades, citizenship and success in school.

It is recognized that absence from school may be necessary under certain conditions. However, every effort should be made students, parents/guardians, teachers and administrators to keep absences and tardiness to a minimum.

Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instructional process. The benefit of regular classroom instruction is lost and cannot be entirely regained. The school cannot teach students who are not present. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences and study in order to reach the goal of maximum educational benefits for each individual student. FILE: JED

Students will be expected to make up all missing homework in a timely manner established by each classroom teacher.

An accurate accounting of student attendance, transportation and food service records shall be kept by the school district. The records will be in accordance with state law and appropriate regulations of the Missouri Department of Elementary and Secondary Education. Reports will be submitted to the appropriate state offices. FILE: JEE

## **Dismissal Precautions**

The Kingston 42 School District will supervise its students in attendance during the school day. Therefore, the administrator will establish procedures to validate requests for early dismissal, to assure that students are released only for proper reasons, and only to authorized person(s). FILE: JEDB

## **Truancy**

Students who are absent from school without the knowledge and consent of their parents/guardians and the administration, or students who leave school during any session without the consent of the administrator, shall be considered truant. Students may also be considered truant if they have accumulated excessive unjustifiable absences, even with the consent of parents/guardians. FILE: JEDA

## **Tardy & Absent**

Students arriving after 8:00 a.m. need to be signed in at the office before going to the classroom. Students who are being picked up before regular dismissal are to be signed out at the office. This helps with our attendance records and assures the safety of your child.

Students will receive a tardy slip from the office before entering class to demonstrate they have been signed in. If they go to class without a slip they will be asked to return to the office.

If a child has been absent or is tardy please send a note stating the reason for the absence or tardy.

- When a student has accumulated three (3) absences in a row, they will need to return to school with a doctor's note.
- When a student has accumulated three (3) tardies in a quarter, the teacher will contact the parent with possible student consequences.
- When a student has accumulated five (5) tardies in a quarter, the parent will be contacted by the teacher and the child will be given a detention.
- Tardies count toward a student not receiving perfect attendance.
- Excessive absences and tardies may also result in mandatory before/or/after school tutoring to make up lost curriculum. In addition, schools are required to report excessive school absences to the proper state authorities.
- Student who are absent from school will not be permitted to participate in extra-curricular activities that evening, unless the absence was due to a doctor or dentist appointment and cleared in advance through the office.

Parents will be notified when the student has accumulated 5 or more absences in one semester.

## **OUTDOOR RECESS POLICY**

Using the current "Feels Like" temperature for Kingston, Missouri according to the Weather Bug station:

- Outside recess will be conducted if:  
The "Feels Like" temperature is between 30-90 degrees and there is no falling precipitation.
- Limited outside recess will be conducted if:  
The "Feels Like" temperature is between 20-29 or 90-99 degrees and there is no falling precipitation.  
(Limited outside recess is shortened to limit exposure to cold or hot temperatures)
- No outside recess will be conducted if:  
The "Feels Like" temperature is 19 degrees or below or 100 degrees and above.

## INCLEMENT WEATHER

For early dismissal or school cancellations, the School Announcement System will be used. An automated call will be sent out to all parents and staff members as soon as the decision is made to close. The system allows multiple phone numbers and email addresses to be called for each student; however, **it is the responsibility of the parent to make any changes to their individual account and make sure information is up to date.**

In addition to the School Announcement calling system, school closings will also be posted on the following TV stations and radio stations:

Channel 9 – Kansas City  
Channel 5 – Kansas City

KKWK 100.1 FM – Cameron  
KMRN 1350 AM – Cameron

If school is dismissed early, the school bus will deliver students unless doing so would put students at risk or in danger because of hazardous road conditions. In the case of extended inclement weather, the school may run busses on hard surface roads only.

## PARTIES

Three parties are planned for the students: Fall, Christmas, and Valentine's Day. Times for parties will be set by individual teachers.

Birthday parties – we ask that parents contact the teacher in advance when having a birthday party for their child. Parties at school should be brief and the time must be scheduled with the classroom teacher in order to disrupt learning as little as possible. Students having birthdays during the summer months may also schedule birthday parties either at the beginning or end of the school year.

## HEALTH SERVICES

The Board of Education will provide for the health and physical well-being of students through the establishment of a district-wide student health service program in the school district. The purpose of the district health services program is to help each student attend school in optimum health and wellness. The Kingston 42 School District contracts with the Caldwell Co. Health Dept. for basic screening, including vision, hearing, blood pressure, scoliosis and head lice checks.

Medication to be administered at school must be accompanied by a completed Student Health Information form and the medication must be in the original container. Forms may be obtained in the school office. If your child requires a daily administration of medicines, you will need to complete a Parent Authorization for Medication. The school nurse (or other trained staff) must administer all medications.

Children with contagious diseases should be kept at home. The Kingston 42 School will comply with all federal and state regulations in regard to infectious disease control and the reporting of health symptoms to the local health department. The general policy of Kingston 42 School is that students who are vomiting or have a temperature of 100° will be sent home. Students are not permitted to return to school until they have been fever-free for 24 hours without fever-reducing medicines.

Children with head lice or nits should be kept at home and treated accordingly. Students returning to school must be checked by the nurse before re-entering class. The school nurse does do periodic head checks.

Accidents which occur on school property and which cause injuries that require medical attention are reported to the child's parent. Parents are requested to have recorded on the child's enrollment form the telephone number where they can be reached in case of an emergency. In addition, we should have two other telephone numbers of people to call if parents cannot be reached. In case of an accident in which it is obvious that the child needs immediate medical attention, the school will seek medical attention for the child and notify the parents as soon as possible.

## Kingston 42 School Board Policy

School board policy is available for public viewing on the school website at [www.kingston42.com](http://www.kingston42.com) or in paper form in the school office.

### INSTRUCTION

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 Andrea Hieronymus at 816-586-3111..

#### Homeless 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 the superintendent at (816) 586-3111. FILE: IGBCA

#### Homebound

The Board of Education shall make provisions for homebound instruction to students who are ill for an extended period of time, and who, in the judgment of the administrator, could profit by such instruction. FILE: IGBG

#### Home Schooling

In lieu of regular school attendance in the Kingston 42 School District, a child may be excused from compulsory school attendance if the child is provided with home schooling as authorized by Missouri law , Section 167.031, RSMo.. Any alleged violation of the compulsory education law shall be referred to the prosecuting attorney of the county where the child legally resides. FILE: IGBI

A parent who is home schooling a child must maintain the following records:

- \* A plan book, diary, daily log or other written record indicating the subjects taught and the activities engaged in with the student.
- \* A portfolio containing samples of the student's academic work.
- \* A record of evaluation of the student's academic progress.
- \* Other written, or credible evidence equivalent to a, b and c.

### NOTICE OF SPECIAL SERVICES PUBLIC NOTICE

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Kingston 42 assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Kingston 42 assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Kingston 42 assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Kingston 42 has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed 139 E Lincoln, Kingston, MO during regular school hours.

This notice will be provided in native languages as appropriate.

FILE: IGBA

### **PARENT/FAMILY INVOLVEMENT IN INSTRUCTIONAL AND OTHER PROGRAMS IGBC**

The Kingston 42 School District Board of Education believes that engaging parents/families in the education process is essential to improved academic success for students. The Board recognizes that a student's education is a responsibility shared by the district, parents, families and other members of the community during the entire time a student attends school. The Board believes that the district must create an environment that is conducive to learning and that strong, comprehensive parent/family involvement is an important component. Parent/Family involvement in education requires a cooperative effort with roles for the Department of Elementary and Secondary Education (DESE), the district, parents/families and the community.

#### **Parent/Family Involvement Goals and Plan**

The Board of Education recognizes the importance of eliminating barriers that impede parent/family involvement, thereby facilitating an environment that encourages collaboration with parents, families and other members of the community. Therefore, the district will develop and implement a plan to facilitate parent/family involvement that shall include the following six (6) goals:

1. Promote regular, two-way, meaningful communication between home and school.
2. Promote and support responsible parenting.
3. Recognize the fact that parents/families play an integral role in assisting their children to learn.
4. Promote a safe and open atmosphere for parents/families to visit the schools their children attend, and actively solicit parent/family support and assistance for school programs.
5. Include parents as full partners in decisions affecting their children and families.
6. Use available community resources to strengthen and promote school programs, family practices and the achievement of students.

The district's plan for meeting these goals is to:

1. Provide activities that will educate parents regarding the intellectual and developmental needs of their children at all age levels. This will include promoting cooperation between the district and other agencies or school/community groups (such as parent-teacher groups, Head Start, Parents as Teachers, etc.) to furnish learning opportunities and disseminate information regarding parenting skills and child/adolescent development.
2. Implement strategies to involve parents/families in the educational process, including:
  - Keeping parents/families informed of opportunities for involvement and encouraging participation in various programs.
  - Providing access to educational resources for parents/families to use together with their children.
  - Keeping parents/families informed of the objectives of district educational programs as well as of their child's participation and progress within these programs.
3. Enable families to participate in the education of their children through a variety of roles. For example, parents/family members should be given opportunities to provide input into district policies and volunteer time within the classrooms and school programs.
4. Provide professional development opportunities for teachers and staff to enhance their understanding of effective parent/family involvement strategies.
5. Perform regular evaluations of parent/family involvement at each school and at the district level.
6. Provide access, upon request, to any instructional material used as part of the educational curriculum.
7. If practical, provide information in a language understandable to parents.

### **Title I, Migrant Education (MEP) and Limited English Proficiency (LEP) Programs**

The Board also recognizes the special importance of parent/family involvement to the success of its Title I, MEP and LEP programs. Pursuant to federal law, the district and parents will jointly develop and agree upon a written parental involvement policy that will be distributed to parents participating in any of these programs.

#### ***Title I Program Parent Involvement***

The district and parents of children participating in the Title I program will jointly develop and agree upon a written parent involvement policy that will describe how the district will:

- Involve parents in the joint development of the Title I program plan and in the process of reviewing the implementation of the plan and suggesting improvements.
- Provide the coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
- Build the schools' and parents' capacity for strong parental involvement.
- Coordinate and integrate Title I parental involvement strategies with those of other educational programs.
- Conduct, with the involvement of parents, an annual evaluation of the content of the parental involvement policy and its effectiveness in improving the academic quality of the schools served. This will include identifying barriers to greater participation by parents in activities authorized by law, particularly by parents

who are economically disadvantaged, have disabilities, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. The district will use the findings of such evaluation to design strategies for more effective parental involvement and to revise, if necessary, the parental involvement policies.

- Involve parents in the activities of the schools served.

Each school receiving Title I funds will jointly develop with and distribute to parents of children participating in the Title I program a written parental involvement policy agreed upon by such parents in accordance with the requirements of federal law:

- The policy must be made available to the local community and updated periodically to meet the changing needs of parents and the school.
- The policy shall contain a school-parent compact that outlines how parents, the entire school staff and students will share the responsibility of improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children.
- Each school participating in the Title I program will convene a meeting annually to inform parents about Title I and to involve parents in the planning, review and improvement of Title I programs, including the planning, review and improvement of the school parental involvement policy.

#### ***Migrant Education Program Parent Involvement***

Parents of students in the MEP will be involved in and regularly consulted about the development, implementation, operation and evaluation of the Migrant Education Program.

Parents of MEP students will receive instruction regarding their role in improving the academic achievement of their children.

#### ***Limited English Proficiency Program Parent Involvement***

Pursuant to federal law, parents of LEP students will be provided notification regarding their child's placement in and information about the district's LEP program.

Parents will be notified of their rights regarding program content and participation.

#### **Policy Evaluation**

The district, with parent/family involvement, will review and evaluate the content and effectiveness of this policy and each school-level policy at least annually. The district will revise this policy as necessary to improve or create practices that enhance parent/family involvement.

## GRADE POLICY

### GRADE REPORTS

Midterm reports and grade cards will be sent home each quarter. Parent/teacher conferences are held at the end of the first quarter. Additional conferences may be requested by teachers or parents on an as needed basis. Grade progress monitoring will also be available by accessing the Information Now student information system.

**Preschool through 2<sup>nd</sup> grade will a standards based grade card. See the grade card for details.**

#### GRADING SCALE 3<sup>rd</sup>-8<sup>th</sup> grade

96 – 100	A
90 – 95	A-
87 – 89	B+
83 – 86	B
80 – 82	B-
77 – 79	C+
73 – 76	C
70 – 72	C-
67 – 69	D+
63 – 66	D
60 – 62	D-
59 and below	F

Students may also receive an E, S, N, U grading system in special classes

E	Excellent
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

#### ELIGIBILITY STANDARDS

##### Extracurricular Activities

Kingston 42 follows these standards in regarding academic eligibility to participate in extracurricular activities such as athletics, student forum, and school dances.

- You must be enrolled in a normal course load for your grade.
- You will be ineligible if you failed more than one class the previous grading period and/or have an overall GPA below 2.5.
- You will be ineligible if you receive more than one U in Special Classes
- Ineligible student may apply for probationary status at mid-term. All probationary students must have grades checked prior to each event. If the probationary student does not meet eligibility criteria, they will be ineligible for that event.
- In those activities requiring practice, probationary students shall, with the consent of the coach, sponsor, or instructor, be allowed to continue practice but in no way allowed to represent the school until standards are met.
- Participation in extracurricular activities is a privilege. Students who consistently behave in a manner that is not appropriate may lose the privilege to participate.

##### Attendance Requirements for Extracurricular Activities

- In order for students to participate in an extracurricular event, they must attend school for one full day on the day of the event.
- The principal will determine exceptions. Exceptions will be granted for medical appointments or situations considered to be critical.

- Exceptions must be verified by an appointment card or a written notification.
- If a student is ill for part of the day, at home or in the office, it will be considered in the best interest of the student that he/she not be allowed to participate in an event that evening.

### Leadership Positions

- Eligibility standards for student leadership positions (Student Forum, class officers etc.) are the same as those listed for extracurricular activities, with one exception:
- Students with probationary status are not allowed to try out for or be elected to leadership positions.
- Once elected, students may remain in office by:
  - Maintaining eligibility on a regular or probationary status.
  - Meeting regulations of each group (Student Forum, class officers, etc.)

## **HOMEWORK**

Homework assignments are designed to reinforce and practice concepts learned at school. The length of assignments will be appropriate to the child's grade level. School-wide literacy projects (daily reading) are required homework and take precedence over other assignments. Reading logs are counted as a weekly grade; however, they may not count for more than 10 percent of a student's total quarterly grade. If your child is having difficulty completing assignments, please contact the school for a conference with your child's teacher. Recess will not be taken away from students who have undone homework; however, if homework is not turned in, the student may be given a detention or may lose privileges within the classroom until undone work has been done. Homework help is available every morning for 30 minutes (7:30 until 8:00).

All students in grades 3 and up will be required to use a daily assignment planner. Teachers may require assignment books to be signed daily or weekly as a form of communication between school and home.

### **READING CIRCLE CERTIFICATES**

Reading for pleasure is encouraged from grade one all the way through school. The State of Missouri sets the standards for the student to meet in order to receive a Reading Circle Certificate at the end of the school year. In order for you to help and encourage your child at home, the standards for each grade are listed below:

Kindergarten	10 Books
First Grade	10 Books
Second Grade	14 Books
Third Grade	11 Fiction/5 Nonfiction
Fourth Grade	12 Fiction/6 Nonfiction
Fifth Grade	13 Fiction/7 Nonfiction
Sixth Grade	14 Fiction/8 Nonfiction
Seventh Grade	14 Fiction/10 Nonfiction
Eighth Grade	14 Fiction/11 Nonfiction

Nonfiction books are of an informational or true nature.

(Biographies and accounts of historical events are examples.)

These are the state's minimum requirements, we hope students read more!

## **EXTENDED PROGRAMS**

The Kingston 42 School District shall attempt to provide continuous progress in education to fit the needs of individuals of the community. In meeting these needs, the district may provide programs beyond those offered during the regular school day. The district will pursue all available state or federal aid for its extended instructional programs. FILE: IGC

### **Interscholastic Athletics**

The Board of Education believes that individual students shall have opportunities to grow physically and intellectually through experience in self-discipline and contribution to a team effort made possible through competitive interscholastic athletics. An interscholastic athletic program shall be conducted in the school district to further the development of students as competitors and spectators through friendly interschool contests. The purpose of the program is to develop leadership, good sportsmanship, personality development, new friendships and a friendly rivalry with other schools. FILE: IGDJ

7<sup>th</sup> and 8<sup>th</sup> grade students also have the opportunity to participate in interscholastic athletics as part of the athletic coop with the Polo R-VII School District. All students must meet the minimum eligibility for both districts to participate. These include:

Football - 11 Man	Track and Field - Boys
Scholar Bowl	Track and Field - Girls
Sideline Cheerleading	Wrestling - Boys
Softball - Girls	Wrestling - Girls

### **Field Trips and Excursions**

The Board believes that field and activity trips often enhance the program of instruction and add much to the education of a student. Trips may be authorized by the administrator when the activities contribute substantially to the achievement of desirable educational goals. All field trips should be planned with an educational purpose and in relation to a unit of study. FILE: IICA Students may be responsible for covering part of the cost of field trips.

### **Reading Improvement Instruction (Grades K-3)**

The district may provide a program of reading improvement instruction for students in kindergarten through third grade who do not meet the district's objectives for reading. Students receiving such instruction can be counted toward additional average daily attendance for extra hours of instruction falling outside the traditional school day.

### **Reading Improvement Instruction (Grades 4-6)**

The district will design and implement a reading improvement plan with at least 30 hours of additional reading instruction or practice outside the regular school day for students in grades four (4) through six (6) who do not meet minimum standards on the district's reading assessment, as required by law. The district will also design and implement reading improvement plans for students determined prior to the beginning of any school year to have a cognitive ability insufficient to meet minimum reading standards for students in grades three (3) through six (6), as required by law.

### **Remediation as a Condition of Promotion**

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.

## **Summer School**

The district may establish a summer school program for reading instruction with a minimum of 40 hours of reading instruction and practice for all students with a reading improvement plan.

## **Retention**

The decision to retain a student in a grade will be made only after a conference is held with the administrator, parents and classroom teacher present. This meeting will be held no later than one week following third-quarter mid-terms.

## **Early Childhood**

The district offers preschool for four year old students who reside within the district. Preschool is held Monday through Friday in a combined classroom setting with Kindergarten. Part time or full time options are available. Students may enroll the semester following their 4<sup>th</sup> birthday.

Parents of preschool students have the right to ask if any child in preschool has an immunization exemption on file. (JHCB)

The district has a Parents as Teachers program. Parents interested in participating in the Parents as Teachers program should contact Gretchen Brashear at 816-284-3534.

## **Adult Education**

North Central Missouri College – Adult Education and Literacy Program is supported by Federal, State and Local funds. All services are free to the public. For more information call: (660) 359-3948.

## **ASSESSMENT PROGRAM**

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

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

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

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.

## **District Assessment Plan**

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

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

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

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

### **Reading Assessment**

The district will administer a reading assessment to students in third, fourth, fifth and sixth grades 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 grades four, five or six, and to all students attending summer school due to a reading deficiency, as required by law.

The reading assessment will be a recognized method, or combination of methods, of assessing a student's reading ability. Results of assessments will be expressed as reading at a particular grade level. The superintendent or designee will determine which methods of reading assessment the district will utilize.

### **English Proficiency Assessments**

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

## **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.

End-of-course (EOC) assessments will be administered in accordance with law and the rules of the Department of Elementary and Secondary Education (DESE). In courses where EOC assessments are given, the superintendent will determine what percent of the course grade will be decided by performance on EOC assessments.

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

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

The district's policy on student participation in statewide assessments shall be provided at the beginning of the school year to each student and the parent/guardian or other person responsible for every student under 18 years of age. The policy will also be kept in the district office and be available for viewing by the public during business hours of the district office.

## **National Assessment of Educational Progress**

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

### **District Assessments:**

The Kingston 42 School District will use the following assessments to meet student needs. Additional assessments may be used if necessary.

- Developmental Reading Assessment
- Stanford 10 or equivalent
- I-Ready
- Dibbles
- Other assessments as deemed appropriate by the administrator and board

## TECHNOLOGY USAGE

The Kingston 42 School District recognizes the educational and professional value of electronics-based information technology, both as a means of access to enriching information and as a tool to develop skills that students need. FILE: EHB

No images taken of students or staff while on school property or on a school trip or activity may be posted on personal websites or social networking sites without obtaining permission from the staff member (for staff image) and/or child's parent for student images. This rule applies to staff, students and parents. Only photos taken by authorized school personnel will be used for school purposes such as the district website or yearbook, and only those students with signed permission sheets will be included.

Usage of audio and visual recording equipment must be within school board policy KKB parameters. A copy of the policy may be obtained through the school office or on the school website.

### **Student Users**

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. (Attached at end of handbook) No parent or other adult will be given access to district technology without a signed User Agreement.

### **Electronic Devices**

Students are not permitted to carry personal electronic devices or equipment including, but not limited to cell phones, cameras, MP3 players, Game Boys and related equipment on their person during the day (including lunch and recess), unless specifically permitted for a special purpose by the classroom teacher. Any such device carried to school must be kept in the student's backpack or locker. Cell phones are to be kept turned off during the school day. Students will not be allowed to access the school wi-fi with personal electronic devices.

The following consequences will apply:

**1<sup>st</sup> Offense:** Student will be given a verbal warning and asked to return the device to his/her backpack. A note will be sent home to parents.

**2<sup>nd</sup> Offense:** The device will be confiscated and sent to the office. The device will have to be picked up by the student following a conference with the school administrator.

**3<sup>rd</sup> offense:** The device will be confiscated and sent to the office. The device will have to be picked up by a parent or guardian in person following a conference with the school administrator.

The school will not be responsible for any lost or stolen electronic devices. Student and Staff bring these items to school at their own risk.

Possession of electronic text or images is considered the same as possession of a hard-copy.

## **TECHNOLOGY USAGE (Technology Safety) Board Policy EHB-AP**

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

**Employee Users:** No employee will be given access to the district's technology resources unless the employee agrees to follow the district's User Agreement prior to accessing or using the district's technology resources. Authorized employees may use the district's technology resources for reasonable, incidental personal purposes as long as the use does not violate any provision of district policies or procedures, hinder the use of the district's

technology resources for the benefit of its students or waste district resources. Any use that jeopardizes the safety, security or usefulness of the district's technology resources or interferes with the effective and professional performance of the employee's job is considered unreasonable. Unless authorized by the employee's supervisor in advance, employees may not access, view, display, store, print or disseminate information using district technology resources that students or other users could not access, view, display, store, print or disseminate.

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

### **General Rules and Responsibilities**

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

1. Applying for a user ID under false pretenses or using another person's ID or password is prohibited.
2. Sharing user IDs or passwords with others is prohibited, and users will be responsible for any actions taken by those using the ID or password. A user will not be responsible for theft of passwords and IDs, but may be responsible if the theft was the result of user negligence.
3. Deleting, examining, copying or modifying files or data belonging to other users without their prior consent is prohibited.
4. Mass consumption of technology resources that inhibits use by others is prohibited.
5. Use of district technology for soliciting, advertising, fundraising, commercial purposes or financial gain is prohibited, unless authorized by the district. Use of district technology resources to advocate, support or oppose any ballot measure or candidate for public office is prohibited.
6. Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.
7. Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
8. The district prohibits the use of district technology resources to access, view or disseminate information that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, or pervasively indecent or vulgar.
9. Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.
10. The district prohibits the use of district technology resources to access, view or disseminate information that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, they will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful district policies and procedures.
11. The district prohibits any use that violates any person's rights under applicable laws, and specifically prohibits any use that has the purpose or effect of discriminating against or harassing any person on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information, pregnancy or use of leave protected by the Family and Medical Leave Act (FMLA).
12. The district prohibits any unauthorized intentional or negligent action that damages or disrupts technology, alters its normal performance or causes it to malfunction. The district will hold users responsible for such damage and will seek both criminal and civil remedies, as necessary.
13. Users may only install and use properly licensed software and audio or video media purchased by the district or approved for use by the district. All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license and approved by the district.

14. At no time will district technology or software be removed from district premises, unless authorized by the district.
15. All users will use the district's property as it was intended. Technology resources will not be moved or relocated without permission from a building administrator. All users will be held accountable for any damage they cause to district technology resources.

### **Technology Security and Unauthorized Access**

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

### **Online Safety and Confidentiality**

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

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

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

### **Electronic Mail and Messaging**

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

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

### **Communication Devices**

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

## **Exceptions**

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

## **Waiver**

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

## **STAFF/STUDENT RELATIONS**

### **Definitions**

*Staff Member* For the purposes of this policy, a staff member is a district employee or volunteer.

*Student* For the purposes of this policy, the term "student" only applies to a student currently attending school in the Kingston 42 School District.

*Educational Purpose* An activity reasonably considered to be part of the staff member's duties in the district including, but not limited to, counseling and the treatment of a student's physical injury, depending on the employee's job description.

### **General**

Staff members are expected to maintain courteous and professional relationships with students. All staff members have a responsibility to provide an atmosphere conducive to learning through consistently and fairly applied discipline and the maintenance of physical and emotional boundaries with students. These boundaries will be maintained regardless of the student's age, the perceived consensual nature of the relationship, the location of the activity or whether the staff member directly supervises the student.

Staff members will maintain these physical and emotional boundaries unless there is an educational purpose justifying deviation from these standards. When such justification exists, the staff member must be prepared to articulate the appropriate educational purpose of the deviation and must demonstrate that appropriate precautions were taken. When possible, the staff member should consult his or her supervisor prior to engaging in behaviors or activities that might violate professional boundaries. Such notification is not required when a behavior is part of the employee's duties. For example, a nurse does not need to notify a supervisor each time he or she must be alone with a student to provide nursing care.

### **Violations**

Unless an educational purpose exists, examples of situations where professional physical and emotional boundaries are violated include, but are not limited to:

1. Being alone with a student in a room with a closed or locked door or with the lights off on district property, in district transportation or any time the employee is serving in his or her capacity as an employee.
2. Caressing, fondling or kissing students.
3. Dating a student or discussing or planning a future romantic or sexual relationship with a student.
4. Making advances toward a student or engaging in a sexual relationship with a student.
5. Meeting students in non-work settings without the parent/guardian being present, even if the parent/guardian grants permission.
6. Associating with students in any setting that involves the use of alcohol, tobacco or drugs.
7. Discussing sexual topics with students verbally or by any form of written, pictorial or electronic communication.
8. Discussing the staff member's personal problems with students.
9. Sponsoring parties for students outside of school unless as part of an extracurricular activity that is appropriately supervised by additional staff members.

- 10 Telling sexual jokes or engaging in conversation that includes sexual innuendos verbally or by any form of written, pictorial or electronic communication.
11. Being present when students are fully or partially nude.
12. Sending students on personal errands.
13. Allowing the student to drive the staff member's vehicle.
14. Providing students with private cell phone numbers or e-mail addresses without the prior approval of a supervisor.
15. Allowing any student to engage in behavior that would not be tolerated if done by other students.
16. Giving gifts to individual students.
17. Frequently pulling a student from another class or activity to be with the staff member.

Additionally, staff members may not:

1. Knowingly allow students access to the staff member's personal social networking website or webpage that discusses or portrays sex, nudity, alcohol or drug use or other behaviors associated with the staff member's private life that would be inappropriate to discuss with a student at school.
2. Knowingly grant students access to any portion of the member's personal social networking website or webpage that is not accessible to the general public.
3. Post information about identifiable students on a personal website or webpage on a social networking site without the permission of a supervisor.

Staff members who engage in any of the above behaviors or in any other conduct that intrudes on a student's physical or emotional boundaries without a valid educational or health purpose will be disciplined, up to and including termination of employment. Depending on the circumstances, the district may report staff members to law enforcement and the Children's Division (CD) of the Department of Social Services for further investigation, and the district may seek revocation of a staff member's license(s) with the Department of Elementary and Secondary Education.

## **DISCIPLINE AND GUIDELINES**

It is essential that the district maintain a classroom environment that allows teachers to communicate effectively with all students in the class and allows all students in the class to learn. To assist district staff in maintaining the necessary classroom environment, the Board of Education has created a discipline code that addresses the consequences, including suspension or expulsion, for students whose conduct is prejudicial to good order and discipline in the school or impairs the morale or good conduct of other students.

The comprehensive discipline policy of the district is composed of this policy and includes, but is not limited to, the following policies, procedures and regulations.

FILE: JG-R, JGA, JGB, JGD, JGE and JGF. FILE: JG

**POSITIVE BEHAVIOR SUPPORT (PBS)** Positive behavior support is a school-wide set of expectations for student conduct. We use three basic expectations throughout our classrooms, hallways, lunchroom, playground, restrooms, library, and during field trips and assemblies. BE RESPECTFUL, BE RESPONSIBLE, and BE SAFE are the guiding principles for behavior and student conduct.

### **The Safe Schools Act/Missouri School Board Association Guidelines. (Adopted by the Kingston 42 School District)**

The Kingston 42 School District will comply with the provisions of the Safe School Bill and the MSBA guidelines. The following are mandates of this bill which parents and students must be aware:

- Incidences of drug possession or abuse, acts of violence and/or possession of weapons will be reported on the student's permanent record.
- Copies of discipline records, suspensions, expulsions and the above stated incidences will become a part of the student's permanent record and will be forwarded with records to other schools within three days of another school's request. These records will also be available for law officials. Our school, like other schools, has the right to reject the transfer in of a student who has a poor disciplinary record.
- Students are forbidden to bring into or onto school grounds or property any item that is ordinarily considered to be a weapon. Examples include: knives, guns, chains, metal knuckles, fireworks or explosives. Students who violate this policy may be referred to the criminal justice or juvenile delinquency system.

### **Searches by School Personnel**

School lockers, desks and other district property are provided for the convenience of students and, as such, are subject to periodic inspection without notice.

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 shall be limited in scope based on the original justification of the search. 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 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. (FILE: JFG)

## **PLAYGROUND RULES**

Students will go outside for recess when the weather permits. On cooler days please send your children with socks, appropriate clothing and jackets for outdoor weather play. All students will be expected to participate in outdoor recess or PE unless a doctor's note is presented. When the weather is too extreme due to conditions or wind chill for outdoor play, students will be indoors for recess.

- Follow directions the first time they are given.
- Play in designated areas only.
- Use playground equipment appropriately. Examples are no jumping off equipment, sitting on top of the overhead bars or walking up the slides.
- Walk; do not run to line up.
- Bring in all equipment taken outside.
- Frisbees and other equipment deemed unsafe by the playground supervisor will not be allowed.
- Students who do not follow playground rules will lose play time.
- Tag games and ball-throwing games are permitted in grassy areas only.

## **DRESS CODE**

The Board of Education recognizes the value of allowing individual student expression as well as the necessity of protecting student health and safety and maintaining an atmosphere conducive to education. Student dress code procedures must be designed with the goal of balancing these competing interests.

All dress code procedures will adhere to health and safety codes and comply with applicable law. Dress that materially disrupts the educational mission of the school or promotes the use of drugs, alcohol, tobacco or criminal or sexual activity will be prohibited. No procedure will impose dress and grooming rules based on gender in violation of Title IX. FILE: JFCA

Students are expected to wear clothing that is in keeping with good taste. Your child's clothing should be washable and comfortable. Clothing should be appropriate for the weather. Be sure clothing is large enough and fastens easily. Undergarments should not be visible.

No halter or strapless tops, low-cut tops, tube tops, swimsuit type tops, bare midriff, tank or spaghetti straps, mid-cut shirts or see-through shirts (Straps should be a minimum of 2 inches wide). Hip hugger jeans must be worn with a long shirt to cover the skin: baggy/ loose fitting jeans cannot ride down over exposed undergarments. Skirts must be appropriate in length. Shorts may be worn whenever the weather is warm; however, they must be appropriate in length. Clothing should be worn as it is designed. If clothing is deemed inappropriate or distracting, the student may be asked to either cover up, put on a belt, or have different clothing brought to school. Caps, hats or other type of head coverings are

not permitted inside the building, unless the school is participating in a special activity or is protected by law. Flip-flops are discouraged as foot wear because they pose a safety hazard. Students are expected to wear appropriate footwear for physical education class. In special circumstances the administration may allow individual exceptions to the dress code.

### CARE OF SCHOOL PROPERTY

Students are expected to take reasonable care of school property. Students shall pay for books, school supplies, school equipment or other school property lost or damaged beyond ordinary wear and tear. FILE: JFCB

### LOCKERS

Students in grades 5-8 may be issued a locker, as numbers allow. Only school-issued combination locks will be allowed. Lockers and locks are school property and may be opened by school personnel at any time.

### DISCIPLINE CONSEQUENCES

The classroom teacher will be expected to deal with most discipline issues and bring them to the attention of the parent, but in the most serious or habitual cases where the student has been sent or is brought to the office, the following consequences will apply:

<b>First Referral</b>	Conference with the Principal and the Teacher
<b>Second Referral</b>	Conference with the Principal
<b>Third Referral</b>	Conference with the Principal and a call to the parent/guardian
<b>Fourth Referral</b>	In School Suspension (one day)
<b>Fifth Referral</b>	In School Suspension (three days)
<b>Sixth Referral</b>	<b>Out of School Suspension</b>

Offenses may result in a more serious or reduced consequence without going through the six referral steps, depending on the nature of the offense.

For classroom discipline issues, recess will not be taken away as a punishment. However, students who face disciplinary action may be required to walk or jog laps instead of their choice of play activity.

### CORPORAL PUNISHMENT (FILE: JGA)

No person employed by or volunteering on behalf of the Kingston 42 School shall administer or cause to be administered corporal punishment upon a student attending district schools.

A staff member may, however, use reasonable physical force against a student without advance notice to the principal, if it is essential for self-defense, the preservation of order, or for the protection of other persons or the property of the school district.

**This list of offenses is not exhaustive and the district can discipline a student for any action that is disruptive to the school environment, whether it occurs on or off school property.**

**Academic Dishonesty** – Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

- *First Offense:* No credit for the work, grade reduction, or replacement assignment.

- *Subsequent Offense*: No credit for the work, grade reduction, course failure, or removal from extracurricular activities.

**Arson** – Starting or attempting to start a fire, or causing or attempting to cause an explosion.

- *First Offense*: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate.
- *Subsequent Offense*: 1-180 days out-of-school suspension or expulsion. Restitution if appropriate.

## **Assault**

1. Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.
  - *First Offense*: Principal/Student conference, detention, 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.
2. Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes assault in the first or second degree.
  - *First Offense*: 10-180 days out-of-school suspension or expulsion.
  - *Subsequent Offense*: Expulsion.

**Automobile/Vehicle Misuse** – Uncourteous or unsafe driving on or around district property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on district property.

- *First Offense*: Suspension or revocation of parking privileges, detention, or in-school suspension
- *Subsequent Offense*: Revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

**Bullying and Cyberbullying (see board policy JFCF)** – Intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for their physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to, physical actions, including violence, gestures, theft or property damage; oral, written or electronic communication, including name-calling, put-downs, extortion or threats; or threats of reprisal or retaliation for reporting such acts. Cyberbullying is a form of bullying 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.

- *First Offense*: Detention, in-school suspension, or 1-180 days out-of-school suspension.
- *Subsequent Offense*: 1-180 days out-of-school suspension or expulsion.

**Bus or Transportation Misconduct (see board policy JFCC)** – Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense

had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

**Dishonesty** – Any act of lying, whether verbal or written, including forgery.

- *First Offense*: Nullification of forged document. Principal/Student conference, detention, or in-school suspension.
- *Subsequent Offense*: Nullification of forged document. Detention, in-school suspension, or 1-180 days out-of-school suspension.

**Disrespectful or Disruptive Conduct or Speech (see board policies AC and ACA if illegal harassment or discrimination is involved)** – Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

- *First Offense*: Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
- *Subsequent Offense*: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Drugs/Alcohol (see board policies JFCH and JHCD)**

1. 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.
2. Possession of drug paraphernalia or possession of or attendance while under the influence of, or soon after consuming, any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalant, counterfeit drug, or imitation controlled substance, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.
  - *First Offense*: In-school suspension or 1-180 days out-of-school suspension.
  - *Subsequent Offense*: 11-180 days out-of-school suspension or expulsion.
3. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.
  - *First Offense*: 1-180 days out-of-school suspension or expulsion.
  - *Subsequent Offense*: 11-180 days out-of-school suspension or expulsion.

**Extortion** – Threatening or intimidating any person for the purpose of obtaining money or anything of value.

- *First Offense*: Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
- *Subsequent Offense*: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Failure to Care for or Return District Property** – Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.

- *First Offense*: Restitution. Principal/Student conference, detention, or in-school suspension.
- *Subsequent Offense*: Restitution. Detention or in-school suspension

**Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences** – Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences."

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

- *First Offense*: Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.
- *Subsequent Offense*: In-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

**False Alarms (see also "Threats or Verbal Assault")** – Tampering with emergency equipment, setting off false alarms, making false reports, communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment, or causing the evacuation or closure of district property.

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

**Fighting (see also, "Assault")** – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

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

**Gambling** – Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.

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

**Harassment, including Sexual Harassment (see board policies AC and ACA and note that additional provisions of the code of conduct may apply to the student's behavior)**

1. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law.
  - *First Offense:* Principal/Student conference, detention, 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.
  
2. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law.
  - *First Offense:* In-school suspension, 1-180 days out-of-school suspension, or expulsion.
  - *Subsequent Offense:* 1-180 days out-of-school suspension or expulsion.
  
3. Student is found "responsible" for sexual harassment under Title IX upon conclusion of a formal complaint under policy ACA.
  - *Any Offense:* 10-180 days out-of-school suspension or expulsion.

**Hazing (see board policy JFCG)** – Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity. Hazing can occur even when all students involved are willing participants.

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

**Incendiary Devices or Fireworks** – Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.

- *First Offense:* Confiscation. Warning, principal/student conference, detention, or in-school suspension.
- *Subsequent Offense:* Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

**Nuisance Items** – Possession or use of items such as toys, games, and portable media players that are not authorized for educational purposes.

- *First Offense:* Confiscation. Warning, principal/student conference, detention, or in-school suspension.
- *Subsequent Offense:* Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

**Public Display of Affection** – Consensual physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

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

**Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material (see board policies AC and ACA)** – Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

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

**Sexual Activity** – Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.

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

**Technology Misconduct (see board policies EHB and KKB and procedure EHB-AP1)**

1. Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.
  - *First Offense:* Restitution. Principal/Student conference, loss of user privileges, detention, or in-school suspension.
  - *Subsequent Offense:* Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.
2. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other personal electronic devices during the regular school day, including class change time, mealtimes or instructional class time, unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal.
  - *First Offense:* Confiscation, principal/student conference, detention, or in-school suspension.
  - *Subsequent Offense:* Confiscation, principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
3. Violations, other than those listed in (1) or (2) above, of board policy EHB, procedure EHB-AP1 or any policy or procedure regulating student use of personal electronic devices.
  - *First Offense:* Restitution. Principal/Student conference, detention, or in-school suspension.
  - *Subsequent Offense:* Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.
4. Use of audio or visual recording equipment in violation of board policy KKB.
  - *First Offense:* Confiscation. Principal/Student conference, detention, or in-school suspension.
  - *Subsequent Offense:* Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

**Theft** – Theft, attempted theft or knowing possession of stolen property.

- *First Offense*: Return of or restitution for property. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
- *Subsequent Offense*: Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.

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

- *First Offense*: Principal/Student conference, detention, 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.

## **Tobacco**

1. Possession of any tobacco products, electronic cigarettes (vaping products), other nicotine-delivery products or imitation tobacco products, as defined in policy AH, on district property, on district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may be possessed only in accordance with district policy JHCD.
  - *First Offense*: Confiscation of prohibited product. Principal/Student conference, detention, or in-school suspension.
  - *Subsequent Offense*: Confiscation of prohibited product. Detention, in-school suspension, or 1-10 days out-of-school suspension.
2. Use of any tobacco products, electronic cigarettes (vaping products), imitation tobacco products or other nicotine-delivery products, as defined in policy AH, on district property, on district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may be used only in accordance with district policy JHCD.
  - *First Offense*: Confiscation of prohibited product. Principal/Student conference, detention, in-school suspension, or 1-3 days out-of-school suspension.
  - *Subsequent Offense*: Confiscation of prohibited product. In-school suspension or 1-10 days out-of-school suspension.

## **Truancy or Tardiness (see board policy JED and procedures JED-AP1 and JED-AP2) –**

Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

- *First Offense*: Principal/Student conference, detention, or 1-3 days in-school suspension.
- *Subsequent Offense*: Detention or 3-10 days in-school suspension, and removal from extracurricular activities.

**Unauthorized Entry** – Entering or assisting any other person to enter a district facility, office, locker, or other area that is 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, detention, in-school suspension, or 1-180 days out-of-school suspension.

- *Subsequent Offense*: 1-180 days out-of-school suspension or expulsion.

**Vandalism (see board policy ECA)** – Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.

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

**Weapons (see board policy JFCJ)**

1. Possession or use of any weapon as defined in board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo.
  - *First Offense*: In-school suspension, 1-180 days out-of-school suspension, or expulsion.
  - *Subsequent Offense*: 1-180 days out-of-school suspension or expulsion.
2. 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 calendar year suspension or expulsion, unless modified by the board upon recommendation by the superintendent.
  - *Subsequent Offense*: Expulsion.
3. Possession or use of ammunition or a component of a weapon.
  - *First Offense*: In-school suspension, 1-180 days out-of-school suspension, or expulsion.
  - *Subsequent Offense*: 1-180 days out-of-school suspension or expulsion.

**ALL WORK MISSED DUE TO DISCIPLINARY ACTION WILL BE MADE UP.** Credit will not be given for work completed during out of school suspension. Our goal is to educate students, but we must consider the education of all our students. If one keeps the rest from learning, that one needs to be removed from the situation. Students with IEPs will have discipline consequences in compliance with the IEP. The special education director will make the final determination on discipline consequences in such circumstances.

**BULLYING (File: JFCF)**

**General**

In order to promote a safe learning environment for all students, the Kingston 42 School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.

**Definitions**

*Bullying* = In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school.

Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

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

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

### **Designated Officials**

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

The district compliance officer appointed in policy AC will serve as the districtwide antibullying coordinator. The antibullying coordinator will receive all completed investigative reports from all buildings and analyze the reports to identify any information that would inform the district's antidiscrimination and antibullying education and training programs. In addition, the antibullying 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.

Parents and community members who are aware of bullying are encouraged to report the incident. A bullying reporting form is included in this handbook and also available on the school website [www.kingston42.com](http://www.kingston42.com).

## **Investigation**

Within two school days of receiving a report of bullying, the principal or designee will initiate an investigation of the incident. Reports that involve students from multiple buildings will be investigated cooperatively by the principals of each building involved, or those principals may request that the district's compliance officer designated in policy AC conduct the investigation. If at any time during the investigation the principal determines that the bullying involves illegal discrimination, harassment or retaliation as described in policy AC, the principal will report the incident to the compliance officer designated in that policy, who will assist in the investigation. If the alleged bullying involves a special education student or a student with disabilities, the principal will also notify the special education director.

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

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

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

## **Consequences**

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

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

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

## **Policy Publication**

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

## **Training and Education**

The district's antibullying 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 student 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.

# Notifications and Additional Information





# KINGSTON 42 SCHOOL DISTRICT

139 E Lincoln, Kingston, MO 64650

Phone: (816) 586-3111 × Fax: (816) 586-3903

Dear Parent or Guardian:

Our district is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

Upon your request, our district is required to provide to you in a timely manner, the following information:

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

In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Sincerely,

Andrea Hieronymus  
Superintendent

**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 programs<sup>1</sup> that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)<sup>2</sup>.

<b>Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents</b>	
<b>General Information</b>	
1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed?	
<b>Complaints filed with LEA</b> 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)?	<b>Complaints filed with the Department</b> 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?
<b>Appeals</b>	
9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)?	

**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.

**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.

## **North Central Special Education Cooperative Public Notice**

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade.

The North Central Special Education Cooperative assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation/intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young children with a developmental delay.

The North Central Special Education Cooperative assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

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

The North Central Special Education Cooperative has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed with the North Central Special Education Cooperative Director – Jocelyn Meserver (660) 646-4566.

This notice will be provided in native languages as appropriate.  
Kingston 42

# Educating Missouri’s Homeless Children

The McKinney-Vento Act, part of the No Child Left Behind Act of 2001, guarantees homeless children and youth an education equal to what they would receive if not homeless.

## Who is Homeless?

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

Sharing the housing of others (known as doubling-up) due to loss of housing or economic hardship

- Living in motels, hotels, trailer parks or camping grounds
- Living in emergency or transitional shelters
- Abandoned in hospitals
- Awaiting foster-care placement
- Living in a nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation
- Living in cars, parks, abandoned buildings, substandard housing, bus or train stations, or similar settings

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

## Which School Can a Homeless Child Attend?

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

## Enrollment

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

## Transportation

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

## The Homeless Coordinator

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

Kingston 42 School District

Coordinator

Homeless Coordinator

Andrea Hieronymus

139 E Lincoln • Kingston MO 64650

816-586-3111

Missouri’s Homeless

(573) 522-8763

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 205 Jefferson Street, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or Relay Missouri 800-735-2966.

# **Title I Program Information**

Title I is a federal program that provides additional math and/or reading instruction.

## **What are the goals of Title I?**

The Title I program strives to provide an environment that:

- a. Promotes a positive attitude toward math and/or reading
- b. Improves student achievement in reading/writing and math
- c. Builds students' self-esteem and confidence
- d. Enables parents to be math and reading partners with their child

## **How does my child qualify for Title I?**

Several different criteria are used to qualify a student. Although standardized test scores must be used for students in third and fourth grades, other criteria are used in addition. Teacher recommendations, parent recommendations, student screening information and other current student data are used to determine eligibility for Title I services.

## **Will my child always be in the program?**

No. We work closely with the classroom teacher to monitor student progress. When a student's reading or math achievement reaches their appropriate grade level, the student is dropped from the program if the Title I teachers and the classroom teacher feel the student no longer needs the extra support.

## **What does 'Push-in' and 'Pull-out' mean?**

Some students are served through our push-in program. This means the student does not leave the classroom. Instead, a Title I teacher comes into the regular classroom and works with students there. However, students with a greater need are served through a pull-out program. In the pull-out program, the student comes to the Title I room each day for additional instruction in reading or math. The student may come individually or with a small group of students.

## **How does Title I benefit my child?**

First of all, the Title I personnel provide more intensive additional instruction to students who need it. This gives the students more individualized instruction. Secondly, the Title I program has many supplies and resources for Title I students to use. For example, Title I classrooms have computers, reading and math manipulatives and games. Most importantly, Title I students experience success in the Title I program which increases self-esteem and motivation.



# PREPARING FOR EARTHQUAKES IS EVERYONE'S RESPONSIBILITY!

**THE NEW MADRID QUAKES OF 1811-1812 WERE NOT THAT LONG AGO, BUT A MAJOR EARTHQUAKE MAY HAPPEN SOONER THAN YOU THINK...**

The central United States is vulnerable to damaging earthquakes. With little or no warning, a damaging earthquake in the New Madrid, Wabash Valley, or East Tennessee seismic zones, could strike. Depending on its magnitude and location, it could impact multiple states, causing major physical, social and economic disruption in a region that is home to more than 11 million people.

While most people associate the New Madrid seismic zone with the great earthquakes of 1811-12 (which produced at least three temblors estimated to be between magnitude 7-8 and thousands of aftershocks), the central U.S. continues to have the highest level of seismicity in the United States east of the Rocky Mountains. Earthquakes of estimated magnitude 6.4, 6.8, and 5.5 occurred in 1843, 1895, and 1968 respectively.

Moderate sized earthquakes also occur in the central U.S. In 2002, Evansville,

**VISIT [WWW.CUSEC.ORG](http://WWW.CUSEC.ORG) FOR MORE INFORMATION ON EARTHQUAKES!!!**

Indiana experienced a magnitude 4.6 earthquake that toppled chimneys and caused other minor damages. Fortunately, no one was hurt in this instance. Another magnitude 4.6 in Ft. Payne, Alabama in 2003 shook a 12 state area and was felt by more than 17,000 people. This clearly validates the regional impact an earthquake in the central U.S. could have.

## earthquake awareness



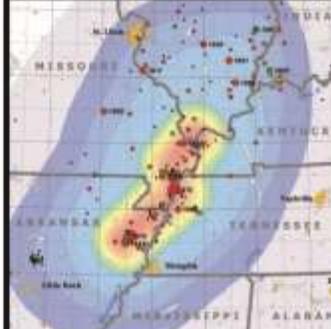
The potential losses from future earthquakes of magnitude 5.5 or greater in the seismic zones of the central U.S. are expected to be significant because:

- 1) the high population density of the region puts nearly 11 million people at risk;
- 2) the large number of structures that are not designed and constructed to withstand the effects of earthquakes;
- 3) the presence of thick, saturated sediments, which amplify shaking and have the potential for liquefaction;
- 4) the large area that would be affected by damaging ground motion and associated ground failure (about 10 times larger than the area impacted by a California earthquake of comparable size).

Since Hurricanes Katrina and Rita, it has become clear that, just like local and state governments, the general public needs to plan on being self sufficient during a disaster. Having a family preparedness plan, an emergency supply kit, food, and water supplies are all going to be necessities after an earthquake in the central U.S. because first responders will likely be busy for days during the initial response. Now is the time for you to prepare your family for earthquakes and other disasters. History shows us that it is only a matter of time before another damaging event occurs.

### THE NEW MADRID SEISMIC ZONE

Named for a small town on a bend of the Mississippi River near the junction of Missouri, Kentucky, and Tennessee, the New Madrid Seismic Zone forms a zig zag pattern from Cairo, Illinois southwest to New Madrid Missouri, then southeast to Ridgely, Tennessee, and from Caruthersville, Missouri southwest to Marked Tree, Arkansas. Moderate earthquakes occur far more frequently than the great New Madrid earthquakes.



For more information on earthquake preparedness or earthquake awareness activities, contact your State Earthquake Program Manager -

ALABAMA (205) 280-2200  
 ARKANSAS (501) 683-6700  
 ILLINOIS (217) 557-4756  
 INDIANA (317) 232-3980  
 KENTUCKY (800) 255-2587  
 MISSISSIPPI (666) 519-6362  
 MISSOURI (573) 526-9232  
 TENNESSEE (615) 741-0001

You may also visit [www.cusec.org](http://www.cusec.org) or call CUSEC at (800) 824-5817

This informational flyer funded by the Federal Emergency Management Agency  
 Grant Number L-EMW-2004CA0428

## EARTHQUAKES SINCE 1811-1812

Date	Magnitude	Location	Date	Magnitude	Location
06/1838	5.1	Southern IL	11/1968	5.4	South Central IL
01/1834	6.4	Marked Tree, AR	03/1976	4.8	Northeastern AR
10/1895	6.8	Charleston, MO	06/1987	5.0	Southeastern IL
04/1899	4.3	Vincennes, IN	09/1990	4.8	Southeastern MO
05/1909	5.2	Aurora, IL	05/2001	4.4	Conway, AR
04/1917	4.9	Eastern MO	06/2002	4.6	Evansville, IN
11/1922	4.4	Southern, IL	04/2003	4.6	Ft. Payne, AL
04/1925	4.8	Princeton, IN	06/2003	4.5	Western KY
05/1927	4.8	Northeastern AR	04/2008	5.2	Mt. Carmel, IL



**GET READY TODAY, BEFORE IT IS TOO LATE!!!**

## PREPARE NOW FOR AN EARTHQUAKE IN THE CENTRAL U.S.

Earthquake preparedness is easy and inexpensive, and works for other natural disasters, too. Here is a guide to help families and individuals prepare for surviving a major earthquake.



### HOME SURVIVAL KIT

#### GENERAL SUPPLIES

- Water** – 1 gallon per person per day
- First Aid Kit** – ample, freshly stocked
- First Aid Manual** – know how to use it
- Food** – canned or individually packaged; precooked; requiring minimum heat and water. Consider infants, pets and other dietary requirements. Use frozen and refrigerated food first
- Manual can opener**
- Blankets** or sleeping bags for each family member
- Critical medication and eyeglasses**
- Fire Extinguishers** – dry chemical, type ABC
- Flashlight** – spare batteries and bulbs
- Watch or clock** – battery or spring wound
- Dust Masks**
- Portable Radio** with spare batteries
- Spare Cash**
- Duct Tape**
- Basic Tool Kit**

#### COOKING SUPPLIES

- Grill** – use outside ONLY – charcoal, lighter, or sterno
- Plastic bags** – various sizes
- Paper plates, plastic utensils, paper towels**

#### SANITATION SUPPLIES

- Large plastic trash bags** – for trash, waste, water protection
- Ground cloth**
- Large trash cans**
- Toiletries** - personal hygiene supplies, pre-moistened towelettes, toilet paper, feminine supplies, soap
- Infant supplies**
- Chlorine bleach** and powdered chlorinated lime (found in hardware stores). Add to sewage to disinfect and keep away insects
- Newspapers** – wrap waste and garbage

*Store kit in central location. Large covered plastic garbage cans are good storage containers.*

### MINI KIT FOR YOUR AUTOMOBILE

- |                              |                          |
|------------------------------|--------------------------|
| Non-perishable food          | First aid kit and manual |
| Flares                       | Fire Extinguisher        |
| Blanket                      | Sealable plastic bags    |
| Flashlight – extra batteries | Critical medication      |
| Extra Eyeglasses             | Tools                    |
| Pre-moistened towelettes     | Cell phone charger       |
| Toilet Paper                 |                          |
| Sturdy shoes and gloves      |                          |



Your emergency supplies should be adequate for a minimum of 3-5 days. A 10 day supply of food, water, and medication is recommended.

## PREPARE YOURSELF AND YOUR FAMILY NOW...

**HAVE** an earthquake kit

**KNOW** how to turn off gas, power and water

**PLAN** family emergency drills making plans to reunite your family

**ANCHOR** heavy objects to walls (bookcases, mirrors, etc.)

**NEVER** place heavy objects over beds, and keep heavy objects lower than head height of shortest family member



## DURING A QUAKE, STAY CALM...

**THINK DUCK, COVER, AND HOLD** - This is still the recommended practice

**INSIDE**, crouch under desks or tables, move to an inside corner or wall away from glass or doors which could swing, causing injury

**OUTSIDE**, stand away from buildings, trees, telephone and electrical lines

**ON THE ROAD**, drive away from underpasses and overpasses, stop in a safe area, stay in vehicle; Turn radio on for safety information



## AFTER AN EARTHQUAKE...

**CHECK FOR INJURIES** – provide first aid if needed

**CHECK FOR SAFETY** – check gas, water and sewage breaks; check for downed power lines and shorts; turn off appropriate utilities

**CHECK FOR BUILDING DAMAGE** and potential problems during aftershocks

**CLEAN UP** dangerous spills

**WEAR SHOES** to avoid cuts on your feet from broken glass

**TURN ON RADIO** and listen for instructions from public safety agencies

**USE TELEPHONE IN EMERGENCIES ONLY** to avoid tying up the phone lines

## 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 Kingston 42 ("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 Kingston 42 School District 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.

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, § 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 § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To 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 § 99.34. (§ 99.31(a)(2))
- 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. Disclosures under this provision may be made, subject to the requirements of § 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. (§§ 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. (§ 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 § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as “directory information” if applicable requirements under § 99.37 are met. (§ 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. § 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. § 1232g(b)(1)(K))

## Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

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

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or student’s parent; or
  8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of* –
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)
- *Inspect*, upon request and before administration or use –
  1. Protected information surveys of students and surveys created by a third party;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

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

The Kingston 42 School District has policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Kingston 42 will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Kingston 42 will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Kingston 42 will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

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

*Parents who believe their rights have been violated may file a complaint with:* Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW Washington, D.C. 20202

# Kingston School District

# Smart Snacks List

The following is a list of foods and beverages that meet the USDA standards for K-12. This list is *not all inclusive*. Alternative items may be available at different stores or vendors. Manufacturers' ingredients and distribution change frequently.

## Applesauce/Fruit cups/Fruit snacks

### Manufacturer Name/Description Serving Size

All Brands Individual Fruit Cups in Water or Natural Juices ½ cup	Great Value No Sugar Added Fruit Cups – Peaches 1 bowl (108 g)
All Brands Dried Fruit w/ No Added Sugar ¼ cup	Happy Squeeze Fruit & Veggie TWIST Pouch – All Flavors 1 pouch (99g)
All Brands Fresh Fruit & Vegetables-Individual bags or Platters ½ cup	Kirkland Real Sliced Fruit – Freeze Dried- Individual Bags 1 bag
Brother's All Natural Fruit Crisps 1 bag	Kroger Applesauce- No Sugar Added 1 container (4 oz.)
Buddy Fruits 100% Fruit Snack Squeeze Pouch-All Flavors 1 pouch (90g)	Kroger Seedless Raisins 1 box (1oz)
Buddy Fruits Pure Fruit Jiggle Gel 1 pouch (3.2 oz.)	Materne Go Go Squeeze – All Flavors 1 pouch (90g)
Chiquita Fruit Chips 100% Fruit Freeze Dried-All Flavors 1 pouch (30g)	Motts Applesauce Snack & Go-All Flavors 1 pouch (90g)
Crunch Pak Dipper Fruit Packs- All Flavors 1 container (2.75 oz.)	O Organics Raisins 1 box (1oz)
Del Monte Fruit Cups No Sugar Added-All Flavors 1 cup (106g)	Peter Rabbit Organics 100% Pure Fruit Snacks Pouch – All flavors 1 pouch (4 oz)
Del Monte Fruit Naturals No Sugar Added 1 container (1 cup)	Peter Rabbit Organics 100% Veg & Fruit Puree Pouch 1 pouch (4.4 oz)
Del Monte Fruit Burst Pouch-All Flavors 1 Pouch (90g)	Plum Kids Organic Mashups- All Flavors 1 pouch (90g)
Disney Fruit Crisps Freeze Dried Fruit Slices- All Flavors 1 bag (7g)	Plum Kids Organic Slam Dunk- Fruit & Veggie Dip-All Flavors 1Pack (52g)
Dole Fruit Cups in 100% Juice-All Flavors 1 Container (113g)	Safeway Realfruit Squeezable Sauce Pouch 1 pouch (90g)
Dole Fruit Squish'ems 1 Pouch	Safeway Raisins 1 box ( 1oz)
Earthbound Farms Organic Raisins 1 box (43g)	Sunmaid Raisins 1 box (42.5g)
Great Value All Natural No Sugar Added Applesauce – Individual cups 4oz unit (113g)	Tree Top No Sugar Added Natural Apple Sauce- Individual Cups 1 unit (113g)
Great Value Dried Apricots 7 pieces	Tree Top All Flavor Pouches 1 pouch (26g)

## Chips/Pretzels/Popcorn/Corn Nuts

### Manufacturer Name/Description Serving Size

Corn Nuts Original, Ranch, Chile Picante 1 package (1/3cup)	Traditional, Sweet n Salty, Trail Mix
Corn Nuts Variety Pack 1 package (1/3 cup)	Jolly Time Healthy Pop Butter 94% Fat Free – 100 Calorie Pack 1 package
Frito Lay Baked! Cheetos – Regular and Flamin' Hot .875 oz.	Lays Baked Potato Chips – BBQ, Cheddar & Sour Cream, 1 oz
Frito Lay Reduced Fat Doritos – Cool Ranch, Nacho Cheese 1 oz.	Original, Sour Cream & Onion
General Mills Chex Mix Snack Mix –Individual Snack Bags 1 pouch (.82 oz.)	Quaker Popped Rice Snacks – only Apple and Chocolate 1 oz

## Nuts/Seeds/Jerky

### Manufacturer Name/Description Serving Size

Blue Diamond Almonds Whole Natural – Grab & Go bags 1 bag (1 oz)	Planters 1oz Single Serve Salted Cashews 1 bag (1 oz)
David Original Sunflower Seeds 1 bag (1.75 oz.)	Planters 1oz Single Serve Salted Peanuts 1 bag (1oz)
Emerald 100 calorie Packs- Natural Almonds 1 bag ( 18g)	Wonderful Pistachios 1 bag (1.5 oz.)

## Cookies/Crackers

### Manufacturer Name/Description Serving Size

Kellogg's Special K Cracker Chips – Individual Bags 1 package	Nabisco 100 Calorie Packs – Sweet and Salty 1 package (22g)
Kellogg's Rice Krispy Treat, Whole Grain 1.41 oz.	Nabisco 100 Calorie Packs-Wheat Thins Toasted Chips 1 package (22g)
Nabisco 100 Calorie Packs-Mini Teddy Grahams 1 package (22g)	Nabisco Honey Maid Grahamfuls –All flavors 1 pack (25g)

Nabisco Honey Maid Minions Honey Grahams 1 bag (28g)  
Nabisco Teddy Grahams 150 Calorie Pouches-Chocolate, 1 pouch

Cinnamon, & Honey (35g)

**Manufacturer Name/Description Serving Size**

Campbell's V-8 Fusion – Individual pouches-All flavors 1 pouch  
Capri Sun 100% Juice Pouches – All Flavors 1 pouch (6.75 fl.oz.)  
Capri Sun Fruit Waves – 100% Juice – All Flavors 1 pouch (6.75 fl. oz.)  
Capri Sun Fruit Waves – 100% Juice – Variety Pack 1 pouch (6.75 fl. oz.)  
Capri Sun Super V – Fruit & Vegetable Drink 1 pouch (6 oz.)  
Juicy Juice 100% Juice – Berry, Grape, Punch, Strawberry 8 fl oz. or  
Banana, White Grape less  
Juicy Juice Fruitfuls – All Flavors 6.75 fl oz  
Kroger 100% Extreme 100% Juice – Apple, Fruit Punch, Grape 1 pouch (6.75 fl. oz.)  
Martinellis 100% Pure Apple Juice 8 fl oz or less

**Drinks**

Minute Maid 100% Juice – Apple, Fruit Punch, Apple White, Grape, 8 fl oz. or less  
& Mixed Berry  
Motts 100% Apple Juice 8 fl oz. or less  
Ocean Spray 100% Juice – Grapefruit, Cranberry, Ruby Red 8 fl oz. or  
Grapefruit, Cranberry & Pomegranate less  
Treetop 100% Apple Juice 8 fl oz. or less  
Treetop 100% Juice Assorted 8 fl oz or less  
All Brands 100% Juice (Product must state 100% juice) 8 fl oz. or less  
All Brands Milk 1%, Fat Free (Flavored milk MUST be Fat Free) 8 fl oz. or less  
All Brands Milk Alternative- Reduced Fat Enriched-Rice, Nut or 8 fl oz. or  
Soy (Plain only, No Flavors) less

**Water**

**Manufacturer Name/Description Serving Size**

Any Pure Water, No Added Artificial sweetener and/or caffeine Any Size

**Yogurt/Cheese/Smoothies**

**Manufacturer Name/Description Serving Size**

Buddy Fruits 100% Smoothie Squeeze Pouch – All Flavors 1 pouch (90g)  
Chobani Non-fat Yogurt – All Flavors 6 oz (170g)  
Chobani Low Fat Yogurt – All Flavors 6 oz (170g)  
Chobani Champions Tube-All Flavors 1 Tube  
Cool Squeeze Squeezable Yogurt 1 tube – 2.25 oz.  
Dannon Danimals- Yogurt Smoothies 1 bottle-3.1 fl. oz.  
Dannon Oikos- Fruit on the Bottom Non-fat 5.3oz (150g)  
Dannon Light & Fit 6 oz (170g)  
Frigo Light String Cheese 1 stick (28g)  
Frigo Light Variety String Cheese 1 stick  
Great Value Low-fat Yogurt –All Flavors 6 oz  
Great Value Light- Non-Fat Yogurt – All Flavors 6 oz  
Health Valley Fruit Yogurt Smoothie Pouch – Strawberry Banana, 1 pouch  
Pear Mango 4.2 oz  
Jamba Juice All Fruit and Fruit & Veggie Smoothies 8 oz.  
Kraft Live Active 2% Milk Marbled Colby & Monterey 1 stick (28g)  
Jack cheese stick  
Kraft Mozzarella Cheese String – 2% Milk 1 stick  
Kroger CowPals Light – All Flavors 1 stick  
Kroger Greek Non- Fat and Lite Yogurt – All Flavors 6 oz (170g)  
Kroger The Truly Awesome Low-fat Yogurt Tube 1 tube  
LaLa Yogurt Smoothies – Strawberry 1 bottle (7 oz.)  
Liberte Nonfat Greek yogurt-all flavors 5.3 oz  
Lucerne Reduced Fat Yogurt 8 oz. or less  
Lucerne Low-fat Yogurt Tubes – All Flavors 1 tube (64g)

Lucerne Part-Skim Mozzarella String Cheese 1 stick  
Lucerne Light String Cheese 1stick  
Lucerne Reduced Fat 2% Sharp Cheddar Cheese Stick 1 stick  
Plum Kids Yogurt Mashups- All Flavors 1 pouch (90g)  
Plum Kids Organic Yo'Drops Crunchable Yogurt- All Flavors 1 pack (7g)  
Precious String Cheese 1 stick (28g)  
Precious Stringsters Reduced Fat String Cheese 1 stick  
Safeway Brand Kids Yogurt –All Flavors 1 pouch or cup  
Sargento String Cheese 1 stick  
Sargento Light String Cheese 1 stick  
Sargento Reduced Fat – Colby Jack, Cheddar, Sharp Cheddar 1 stick  
Stoneyfield YoKids Squeezers Organic Low-fat Yogurt- All Flavors 1 tube (56g)  
Stoneyfield YoKids – Low-fat Yogurt – All Flavors 1 container (4 oz.)  
The Laughing Cow Babybel Light 1 piece  
The Laughing Cow Cheese Wedges Light – All Flavors 1 wedge  
Yoplait Original Yogurt – All Flavors 6oz  
Yoplait Reduced Fat Yogurt – All Flavors 8 fl or less  
Yoplait GoGurt – Portable Low Fat Yogurt- All Flavors 1 tube (64g)  
Yoplait GoGurt Protein – Portable Low Fat Yogurt- All Flavors 1 tube (64g)  
Yoplait Simply GoGurt-Portable Low Fat Yogurt –All Flavors 1 tube (64 g)  
Yoplait Yoplait Kids Yogurt – All Flavors 1 container (113g)  
Yoplait Light Yogurt – All Flavors 6 oz

Yoplait Greek 100 – All Flavors 5.3oz (150g)  
Yoplait Pro-Force Protein Yogurt For Kids – All Flavors 1 container (3.5 oz.)

Weight Watchers String Cheese 1 stick

## Cereal/Breakfast Bars

### Manufacturer Name/Description Serving Size

Cascadian Farm Organic Chewy Granola Bar-Fruit & Nut Bar 1 bar (35g)  
CLIF Kid Zbar- Chocolate Chip, Honey Graham, Iced 1 bar (36g)  
Oatmeal, Chocolate Brownie  
CLIF LUNA fiber – All Flavors 1 bar (40g)  
Funley’s Delicious Wholly Granolly Clusters, Double Chocolate Chip 1 pack (28g)  
Great Value Crunch Oats & Honey 2 bars (42g)  
Kashi Chewy Granola Bars – Honey Almond Flax, Trail 1 bar (35g)  
Mix, Peanut Butter  
Kroger Chewy Granola Bars – Oatmeal Cookie, Peanut 1 bar (35 g)  
Butter, Chocolate Chip  
Nature Valley Chewy Trail Mix Bar 1 bar (35g)

Nature Valley Crunch Granola Bar – Oats N Honey, Peanut Butter, 2 bars (42g)  
Cinnamon  
Kellogg’s Nutrigrain Bar – All Flavors 1.55 oz.  
Plum Kids Organic Jammy Sammy- All Flavors 1 bar (29g)  
Quaker 25% less Sugar Chewy Granola Bar- All Flavors 1 bar (24g)  
Quaker 90 Calorie Chewy Granola Bar – All Flavors 1 bar (24g)  
Safeway Eating Right High Fiber Chewy Bars- All Flavors 1bar (40g)  
Safeway Chewy Granola Bars –Oatmeal & Raisin, S’mores, 1 bar (24 g)  
Kitchens Chocolate Chip, Chocolate & Peanut Butter Chips, Variety Pack  
South Beach Diet Protein Fit- Cinnamon Raisin, Peanut Butter 1 bar (35g)

## Ice Cream/ Frozen Novelties

### Manufacturer Name/Description Serving Size

Blue Bunny Sweet Freedom No Sugar Added Fudge Lites 1 bar (45 g)  
Blue Bell Fruit Bars-All flavors 1 Bar  
Dryer’s No Sugar Added Fruit Bars-Black Cherry, 1 bar (51g)  
Strawberry Kiwi, Mixed Berry, Strawberry, Tangerine, and Raspberry  
Dryers Outshine fruit bars and coconut water 1 bar  
Fruittare Fruit Bars-All flavors 1 bar  
Fudgsicle Fat Free-No sugar added 1 bar (65 g)  
Fudgsicle 100 Calorie Bar 1 bar (65g)  
Healthy Choice Premium Fudge Bars 1 bar ( 3 oz)

Kona Ice 100% Juice 2 oz.  
Kroger No Sugar Added Fruit Bars - Variety Pack 1 bar  
Simple Truth Greek Yogurt Frozen Bars-All Flavors 1 bar  
Skinny Cow Ice Cream Sandwiches-all flavors 1 sandwich  
Skinny Cow Cones-All flavors 1 cone  
Skinny Cow Bars-all flavors-caramel, cookies & cream, fudge, chocolate 1 bar  
Swiss Miss Fudge Bars – 97% Fat Free 1 bar ( 3oz)  
TCBY Frozen Yogurt On The Go – All Flavors 1 pouch (60g)  
Weight Watchers Fudge bars-Giant latte 1 bar  
Otter-Pops 100% Juice Fast Freeze Juice Bars 1 pop (1 oz)

## Smart Snacks in Schools Standards\*\*\*

### 1. What are Smart Snacks?

Smart Snacks are nutrition standards established by the USDA as part of the Healthy, Hunger Free Kids Act of 2010 and became effective July 1, 2014. The standards apply to all foods sold or served on school campuses during the school day.

### 2. What is the definition of the school day?

The USDA defines the school day as the period from midnight the night before, to 30 minutes after the end of the official school day.

### 3. What is the definition of the school campus?

The USDA defines the school campus as all areas of the property under the jurisdiction of the school that are accessible to students during the school day.

### 4. What campus events are impacted by Smart Snacks standards?

The standards pertain to all campus food sales and foods distributed at campus events during the defined school day. Individual classroom parties, evening, and weekend events are excluded. Classroom parties are defined as a party confined to a single classroom. Common areas (libraries, cafeterias, auditoriums, gymnasiums, and fields) are not considered a single classroom.

#### **5. What foods meet the USDA Smart Snacks standards?**

The Nutrition & Wellness department has compiled a list of foods that meet the standards. Please see (link) for details.

### **FOOD SERVICE MANAGEMENT** *(Meal Charges)*

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

#### **Notice**

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

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

A copy of this procedure will also be posted on the district's website, and information about charging meals will be included in the student handbook.

#### **Employees**

Employees may charge meals only after completing the form provided by the district authorizing the district to withhold the amount of any unpaid charges from the employee's pay. The district will withhold amounts due from meal charges in the pay period immediately after the charges are made. Employees may appeal a deduction for meal charges using the process outlined in policy DLB.

#### **Students**

1. A student may not accumulate more than ten unpaid meal charges.
2. Students may not charge à la carte items.
3. A student with money in hand will not be denied a meal even if the student has past due charges.
4. Students will not be identified, singled out, shamed or punished by the district for the failure of their parents/guardians to pay for or provide meals, and the district will not withhold student records in violation of law.

#### ***Alternative Meals***

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

### ***Interventions***

After a student accumulates five unpaid meal charges, the district will encourage the parents/guardians to submit an application for free and reduced-price meals if an application has not been recently submitted, and the student will be referred to a counselor for intervention. The counselor will:

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

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

### **Additional resources**

#### **Trauma-Informed School Initiative**

<https://dese.mo.gov/college-career-readiness/school-counseling/bullying-suicide-prevention-and-trauma-informed>

#### **Mo HealthNet for Kids**

<http://www.benefits.gov/benefits/benefit-details/1606>

## **MOCAP Notification**

In accordance with state law, the district will pay the cost of student enrollment in MOCAP virtual courses as long as:

1. The student meets eligibility requirements;
2. The student has approval for enrollment in accordance with this policy; and
3. Taking the course does not cause the student to exceed full-time enrollment in the district.

In addition to the requirements listed above and in accordance with law, a student is eligible to enroll in a MOCAP course through the district if:

1. The student resides in and is enrolled in the district on a full-time basis;
2. The student has attended a public school or charter school for at least one semester immediately prior to enrolling in a MOCAP course;\* and
3. The enrollment is approved by the principal or designee.

\*A student will be excused from this requirement if he or she has a documented medical or psychological diagnosis or condition that prevented the student from attending a school in the district during the previous semester.

The district is not obligated to provide students computers, equipment or Internet access to take a MOCAP course unless otherwise required by law to accommodate a student with a disability.

Certificated staff will develop an individual career and academic plan (ICAP) for district students enrolled in three or more virtual courses. If a student already has an ICAP, the plan will be reviewed and modified as necessary. In accordance with law, school counselors cannot be required to make the final decision regarding a student's enrollment in a MOCAP course.

LEA Parent and Family Engagement

The LEA encourages all parents to attend the review and planning meeting and participate in the District Advisory meeting. Surveys are also distributed, both physically and digitally, to parents of participating students to elicit feedback on the parent and family engagement policy.

As part of the annual evaluation of the content and effectiveness of the parent and family engagement policy, the LEA identifies:

- Barriers to greater participation by parents of participating children (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background)

Describe method(s) for identifying barriers

Barriers are identified through surveys, phone conversations, enrollment forms, community organizations, cultural awareness, personal contact with parents, awareness of small, rural community needs and situations.

- The needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers

Describe method(s) for identifying needs

Methods of identifying needs for parents and family members to assist in the learning of their children include: surveys, phone conversations, enrollment forms, community organizations, cultural awareness, personal contact with parents, awareness of small, rural community needs and situations. Teachers are encouraged to make weekly contact including asking how the school can help the parents and family members better assist their learners.

- Strategies to support successful school and family interactions

Describe method(s) for identifying strategies

Methods to identifying strategies to support successful school and family interactions include Professional development, reading peer-reviewed literature, asking the parents, being aware of cultural differences, conducting follow up phone calls or activity evaluations. Using data from the annual evaluation of the engagement policy

- The LEA will use the findings of the annual evaluation of the parent and family engagement policy to design evidence-based strategies for more effective parental involvement, and to revise, if necessary, the parent and family engagement policy. Section 1116 (a)(2)(E)

- The LEA will involve parents in the parent and family engagement activities of the Title I served schools (which may include establishing a parent advisory board for the purpose of developing, revising, and reviewing the parent and family engagement policy.) Section 1116 (a)(2)(F)

District/LEA Comments

[Empty text box for District/LEA Comments]

DESE Comments

[Empty text box for DESE Comments]

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Current User: ahieronyma

Improving Lives through Education

4/11

**Capacity Building**

- The LEA provides coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the LEA in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance, (which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education.) Section 1116 (a)(2)(B)

Describe coordination, technical assistance, and other support

The LEA facilitates the coordination, technical assistance, and other support by providing district-wide activities at a minimum of twice a year. The single building district incorporates local organizations by inviting community leaders to the events, holding the events in a central location accessible by all community members. These events are curriculum based to engage family and community members in the education of the students.

**Coordination & Integration**

- The LEA coordinates and integrates parent and family engagement strategies under this part with parent and family engagement strategies, if feasible and appropriate, with other relevant Federal, State, and local laws and programs. Section 1116(a)(2)(C)

Mark all relevant Federal, State, and local laws and programs that are coordinated and integrated with the Title I.A program

**ESEA**

- Title I School Improvement (a)
- Title I.C Migrant
- Title I.D Delinquent
- Title II.A
- Title III EL
- Title III Immigrant
- Title IV.A
- Title V.B
- School Improvement Grant (g) (SIG)

**Other Acts**

- Spec. Ed. State and Local Funds
- Spec. Ed. Part B Entitlement
- Perkins Basic Grant - Postsecondary
- Perkins Basic Grant - Secondary
- State and Local Funds
- Workforce Innovation and Opportunity Act
- Head Start
- McKinney-Vento
- Adult Education and Family Literacy

Others

Describe how the LEA will coordinate and integrate family engagement strategies with these laws and/or programs

The engagement activities will coordinate and integrate family engagement strategies by providing necessary support utilizing local funds. The academic activities will provide additional resources for parents to use with their child. Local funds are used to provide materials for the families to take home to continue the engagement with the academic material that supports the goals of the Title I.A and Title IV.A program. Specific focus will be given to address learning loss in Math and ELA for 21-22 per parent requests.

**Annual Evaluation**

- The LEA conducts, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of all schools served under this part. Section 1116 (a)(2)(D)

Describe annual evaluation



District/LEA: 0:3-062 KINGSTON 42 Year: 2021-2022

Funding Application: Plan - LEA Parent and Family Engagement Version: Initial Status: Approved

All check boxes and/or radio buttons marked in this plan and policies indicate an assurance on the part of the LEA and school.

Print Cancel Print Mode

LEA PARENT AND FAMILY ENGAGEMENT

Section 1112 (b) (3) and (7) and Section 1116

- The LEA will conduct outreach and engage parents of participating children, including parents of migrant and EL children, in meaningful consultation to plan and implement parent involvement programs, activities, and procedures.

LEA Parent and Family Engagement Policy

Policy Development

- The LEA parent and family engagement policy is developed jointly with, agreed on with, and distributed to parents of participating children. Section 1116 (a)(2)

Describe how the LEA involves parents in the joint development of the LEA parent and family engagement policy

The LEA encourages all parents to attend the review and planning meeting and participate in the District Advisory meeting. Surveys both physically and digitally are also distributed to parents of participating students to elicit feedback on the parent and family engagement policy.

Describe how the LEA seeks and obtains the agreement of parents with the parent and family engagement policy

The LEA encourages all parents to attend the review and planning meeting and participate in the District Advisory meeting. Surveys both physically and digitally are also distributed to parents of participating students to elicit feedback on the parent and family engagement policy. Parents are also asked for agreement during parent-teacher conferences.

Describe how the LEA distributes the LEA parent and family engagement policy to parents of participating children

The LEA distributes the parent and family engagement policy to parents of all participating students through the following means: included in program handbook, copy given at parent-teacher conferences, copy emailed to parents that provide email, and it is also provided at family activity nights.

Plan Development

The LEA parent and family engagement policy establishes expectations and objectives for meaningful parent and family involvement Section 1116(a)(2)

- The LEA involves parents and family members in jointly developing the local educational agency plan Section 1116 (a) (2)(A)

Describe how the LEA involves parents and family members in jointly developing the local education agency plan

The LEA encourages all parents to attend the review and planning meeting and participate in the District Advisory meeting. Surveys both physically and digitally are also distributed to parents of participating students to elicit feedback in regards to the program and planning for future services.

Check all that apply:

- No Comprehensive Accountability and Targeted Accountability schools have been identified in the LEA. Section 1116 (a)(2)(A) and Section 1111(d)(1)(2)
- The LEA will involve parents and family members in the development of Comprehensive Accountability Plans. Section 1116 (a)(2)(A) and Section 1111(d)(1)(2)
- The LEA will involve parents and family members in the development of Targeted Accountability Plans. Section 1116 (a)(2)(A) and Section 1111(d)(1)(2)

**Capacity Building**

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Describe annual evaluation

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District/LEA Comments

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DESE Comments

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Current User: ahieronyma

Improving Lives through Education

6/11



# Kingston 42 2022-2023

816-586-3111

School Hours: 8:00-3:30

Breakfast: 7:30-7:55

website: [www.kingston42.com](http://www.kingston42.com)



August 2022						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August	
8-11	Teacher In-Service
22-23	Teacher In-Service
23	Back-to-School Night
25	First day of school

January 2023						
Su	M	Tu	W	Th	F	Sa
1						7
8		10	11	12	13	14
15		17	18	19	20	21
22		23	24	25	26	27
29	30	31				

January	
2-9	Christmas Break
9	Teacher In-Service
16	Martin Luther King Jr. Day

September 2022						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4		6	7	8	9	10
11	12	13	14	15	16	17
18		20	21	22	23	24
25	26	27	28	29	30	

September	
5	Labor Day No School
19	No School

February 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5		7	8	9	10	11
12	13	14	15	16	17	18
19		21	22	23	24	25
26	27	28				

February	
6	No School
14	Valentines Day Parties
20	President's Day

October 2022						
Su	M	Tu	W	Th	F	Sa
						1
2		4	5	6	7	8
9	10	11	12	13	14	15
16		18	19	20	21	22
23	24	25	26	27	28	29
30	31					

October	
3	No School
17	No School
27	Early Out 12:30 Parent Teacher Conference 1-7
28	No School
31	Halloween Parties and Trick or Treating

March 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5		7	8	9	10	11
12	13	14	15	16	17	18
19		21	22	23	24	25
26	27	28	29	30	31	

March	
6	No School
12	Daylight Saving
20	No School

November 2022						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6		8	9	10	11	12
13	14	15	16	17	18	19
20	21	22				26
27	28	29	30			

November	
6	Daylight Saving
7	No School
11	Veterans Day
23-25	Thanksgiving Holiday

April 2023						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9						15
16		18	19	20	21	22
23	24	25	26	27	28	29
30						

April	
10-17	Spring Break
17	Teacher In-Service

December 2022						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25						31

December	
23-30	Christmas Break

May 2023						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7		9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

May	
8	No School
18	Last day of school
19	Teacher work day.

Forms to be signed and returned

(Receipt of Student Handbook)

Date \_\_\_\_\_

This is to acknowledge that I have received the current version of the Student Handbook for the Kingston 42 School District. I have read the handbook along with my parent/guardian. I understand that I am responsible for knowing and adhering to the rules and procedures contained in this handbook as well as any other rules and procedures established by the school district.

Student (Print Name): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

### Student Photograph Permission Form

My child **does/does not** have permission to have their photograph taken at school and to be used for bulletin boards, displays, projects, local newspapers, school yearbook and school website. I understand that such educational photos or images may also be shared with the Missouri Department of Elementary and Secondary Education, Northwest Missouri Regional Professional Development Center, Project Fit America, Missouri Department of Natural Resources, and other organizations that may provide the district with funding, grants or educational services. Any such release of photos will be made on an individual basis by the superintendent and no child will be identified by name. I understand I am granting permission for the entire time my student is enrolled at Kingston 42 or until I revoke permission in writing.

Child's Name: \_\_\_\_\_

Parent/guardian signature \_\_\_\_\_

Date \_\_\_\_\_

**This form will be placed in the student's file.**

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**TECHNOLOGY USAGE**

**File: EHB-AF1**

**(Parent/Guardian Technology Agreement)**

I have read the Kingston 42 School District Technology Usage policy, regulation and netiquette guidelines available on page 20 of the student handbook. I understand that violation of these provisions may result in disciplinary action taken against my child/ward/child within my care including, but not limited to, suspension or revocation of my child or ward's access to district technology and suspension or expulsion from school.

I understand that my child or ward's use of district technology is not private and that the district may monitor my child or ward's use of district technology including, but not limited to, accessing browser logs, e-mail logs and any other history of use. I consent to district interception of or access to all communications sent, received or stored by my child or ward using the district's technology resources, pursuant to state and federal law, even if the district's technology resources are accessed remotely.

I agree to be responsible for any unauthorized costs arising from use of the district's technology resources by my child/ward/child within my care. I agree to be responsible for any damages incurred by my child/ward/child within my care.

     I give permission for my child or ward to utilize the school district's technology while enrolled in Kingston 42 or until I revoke permission in writing.

     I give partial permission for my child or ward to utilize the school district's technology resources while enrolled in Kingston 42 or until I revoke permission in writing.

         I do not wish for my child or ward to utilize the following: \_\_\_\_\_

\_\_\_\_\_

     I do not give permission for my child or ward to utilize the school district's technology resources.

Name of Student \_\_\_\_\_

\_\_\_\_\_  
Signature of parent/guardian

\_\_\_\_\_  
Date

\*\*\*\*\*

2002, MSBA form

**FILE: EHB-AF2**

**TECHNOLOGY USAGE  
(Student User Agreement)**

**I have read the Kingston 42 School District Technology Usage Policy and procedure and agree to abide by their provisions. I understand that violation of these provisions may result in disciplinary action taken against me including, but not limited to, suspension or revocation of my access to district technology and suspension or expulsion from school.**

**I understand that my use of the district's technology resources is not private and that the school district may monitor my electronic communications and all other use of district technology resources. I consent to district interception of or access to all of my electronic communications using district technology resources as well as downloaded material and all data I store on the district's technology resources, including deleted files, in pursuant to state and federal law, even if the district's technology resources are accessed remotely. I understand that this form will be effective for the duration of my attendance in the district unless revoked or changed by the district or me.**

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**Signature of Student**

**Date**

**Name of School: Kingston 42 School District, Kingston, MO**

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