



# **HIGH SCHOOL STUDENT HANDBOOK 2021-2022**

All information found in this handbook is supported by Board Policies which can be accessed on our school webpage at: <https://kingston.k12.mo.us/>

Click on the links for District, Board of Education, Policies and Procedures.

**Mission statement:**

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

**Vision statement:**

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



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# Kingston K-14 School District 2021-2022

<b>July 2021</b>	
4 - Independence Day	S M T W T F S
	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
<b>August 2021</b>	
19-Open House 3:30-7:30	S M T W T F S
23- First Day of School	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
Students Days- 7	
<b>September 2021</b>	
8 - Labor Day Weekend No School	S M T W T F S
22- ½ day Early Dismissal	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
Student Days- 21	
<b>October 2021</b>	
22-End of 1st Quarter (44 days)	S M T W T F S
28- ½ day/PTC 12:30pm-7:30pm	1 2
29- No School	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
Student Days- 20	
<b>November 2021</b>	
9-1/2 day Early Dismissal	S M T W T F S
15-No School	1 2 3 4 5 6
24-26 - Thanksgiving Break	7 8 9* 10 11 12 13
	14 15 16 17 18 19 20
	21 22 23 24 25 26 27
	28 29 30
Student Days-18	
<b>December 2021</b>	
8-1/2 day Early Dismissal	S M T W T F S
23-31 - Christmas Break	1 2 3 4
17 EOQ 35 days	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
Student Days-13	
Student Semester Days-79	
<b>First Day/ Last Day</b>	
<b>No School</b>	
<b>Snow Days</b>	

<b>January 2022</b>	
3 - No School	S M T W T F S
4 - School Resumes	1
17 - MLK Day - No School	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
Student Days- 19	
<b>February 2022</b>	
9- 1/2 day Early Dismissal	S M T W T F S
21 - President's Day No School	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
Students Days- 19	
<b>March 2022</b>	
4-EOQ 42 days	S M T W T F S
10- ½ day/PTC 12:30pm-7:30pm	1 2 3 4 5
11- No School	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
Student Days- 22	
<b>April 2022</b>	
7-1/2 day students	S M T W T F S
14-15 - Spring Break	1 2
14- 1st Make-up Day	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
Student Days- 18	
<b>May 2022</b>	
19-last day Early dismissal for students	S M T W T F S
May 26-potential last day for make-up	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
Student Days-14	
Student Semester Days-92	
<b>June 2022</b>	
Total Student Days 171	S M T W T F S
Hours JH/HS- 1171.67	1 2 3 4
Hours Prim/Elem- 1176.38	5 6 7 8 9 10 11
Board Approved on 5/18/2021	12 13 14 15 16 17 18
	19 20 21 22 23 24 25
	26 27 28 29 30
<b>Early Dismissal-1/2 Day for Students</b>	
<b>Make-Up Days for Students</b>	
<b>Open House or End Of Quarter</b>	

## EDUCATIONAL PHILOSOPHY

A philosophy of education is the foundation on which a school district is built, and upon which the product of the school program is evaluated. The philosophy herein subscribed to by the Board of Education shall be a guide in determining the policies, rules and regulations of the school district.

Recognizing each student as a unique individual, we believe that education should provide an opportunity for the maximum development of each individual within the limitations of his or her capacities. Through education, it is possible for the individual to discover and endeavor to achieve to the limits of his or her capacities.

We believe that in a democratic society, education must help the student realize his or her worth as an individual and should lead him or her toward becoming a productive member of society. Strong emphasis must be placed upon democratic values that are important for an effective and satisfying personal and social life.

We believe that the role of the teacher in the educational process is to provide opportunities for the individual to achieve at the maximum level of capacity, to create a learning situation in which individual motivation for learning is the stimulus for achievement, and to promote through teaching and example the principles of the democratic way of life.

We believe that parents/guardians have definite responsibilities in education. They need to have a basic confidence in the school, and they need to impart this confidence to the students. The parents/guardians may do this by cooperating to the fullest with the schools, by encouraging the student to give his or her best efforts to the daily school responsibilities, and by participating in school activities.

We believe that the student must have responsibilities in the educational program of the community. The most important of these is attitude. The student is obliged to come with an open mind, equipped with all the necessary materials, ready to fulfill the responsibilities in the learning process. The basic attitude should be that the school is an institution of opportunity, staffed with trained personnel to help the student become a contributing member of society.

We believe that the foundation of the district's educational program is based on the development of competencies in the basic fundamentals of reading, oral and written communication and mathematics.

It is, therefore, the responsibility of the Kingston K-14 School District to provide an educational environment for children of the district, which will foster and accelerate their intellectual, physical, social and career development.



# **KINGSTON K-14 SCHOOL BOARD AND STAFF**

## **BOARD OF EDUCATION**

MR. H. LEE PATTERSON	BOARD PRESIDENT
?	VICE - PRESIDENT
MRS. BRENDA HORTON	SECRETARY
MR. JOSHUA BARTON	TREASURER
MR. DION POLITTE	MEMBER
MS. LACEY NICKELSON	MEMBER
MRS. KATIE PYATT	MEMBER
MRS. AMANDA WARD	MEMBER

## **ADMINISTRATION FOR KINGSTON SENIOR HIGH SCHOOL**

DR. LEE ANN WALLACE	SUPERINTENDENT
DR. MARIA BOYER	DIRECTOR OF CURRICULUM AND INSTRUCTION
MR. COREY RICE	HIGH SCHOOL PRINCIPAL
MRS. ROBI PENNOCK	SPECIAL EDUCATION DIRECTOR
MR. BOB HAYNES	TECHNOLOGY DIRECTOR
MR. PAUL HAMILTON	ATHLETIC DIRECTOR

## **OFFICE STAFF**

MRS. KARA PASHIA	SENIOR HIGH SECRETARY
MRS. MAGGIE MESSEX	GUIDANCE SECRETARY
MS. JONIE BOYER	RESOURCE OFFICER
MRS. BRENDA MANSON	HIGH SCHOOL COUNSELOR
MRS. DAWN FRANKENBACH	NURSE

## **MAINTENANCE, KITCHEN, AND TRANSPORTATION STAFF**

MR. CHRISTOPHER CLAPP	FACILITIES DIRECTOR
MR. JOE PICKETT	MAINTENANCE
MR. DWAYNE WEST	MAINTENANCE
MRS. LETA LUTE	FOOD SERVICE DIRECTOR
DR. LEE ANN WALLACE	TRANSPORTATION COORDINATOR

## **KINGSTON SENIOR HIGH SCHOOL INSTRUCTIONAL STAFF**

### **A+ COORDINATOR**

DR. MARIA BOYER

### **ALTERNATIVE /ISS**

ANGELA CAMILLO

### **ENGLISH DEPARTMENT**

BREANNA JULIETTE

DONALD MOSS

KAREN WHITE

### **FINE ARTS**

SHELLBY BRANNAM

ERICA CRADY

MATTHEW FALCH

LINDSEY RILEY

### **GIFTED**

BETH McCANN

### **LIBRARY**

JEANNIE WAMPLER

### **PRACTICAL ARTS**

JACOB MERCER

### **PHYSICAL EDUCATION**

EILEEN APPLGATE

PAUL HAMILTON

RYAN McCANN

### **MATH**

MEGAN FOX

KATIE KITCHELL

### **SCIENCE**

ALLISON GILL

RYAN WEEKS

### **SOCIAL STUDIES**

ISSAC BRYAN

MATTHEW FALCH

KENNY KITCHELL

### **SPECIAL EDUCATION**

KATHY SAMPSON

ALLYSSA YANCEY

# **KINGSTON HIGH SCHOOL**

## **BELL SCHEDULE**

<b>BREAKFAST</b>	<b>7:15 - 7:45</b>
<b>COUGAR TIME</b>	<b>7:45 - 7:55</b>
<b>1ST HOUR</b>	<b>8:00 - 8:50</b>
<b>2ND HOUR</b>	<b>8:55 - 9:45</b>
<b>3RD HOUR</b>	<b>9:50 - 10:40</b>
<b>4TH HOUR</b>	<b>10:45 - 11:35</b>
<b>LUNCH</b>	<b>11:35 - 12:00</b>
<b>SEMINAR</b>	<b>12:05 - 12:25</b>
<b>5TH HOUR</b>	<b>12:30 - 1:20</b>
<b>6TH HOUR</b>	<b>1:25 - 2:15</b>
<b>7TH HOUR</b>	<b>2:20 - 3:10</b>

# **KINGSTON HIGH SCHOOL**

## **1/2 DAY BELL SCHEDULE**

<b>BREAKFAST</b>	<b>7:15 - 7:45</b>
<b>COUGAR TIME</b>	<b>7:45 - 7:55</b>
<b>1ST HOUR</b>	<b>8:00 - 8:25</b>
<b>2ND HOUR</b>	<b>8:30 - 8:55</b>
<b>3RD HOUR</b>	<b>9:00 - 9:25</b>
<b>4TH HOUR</b>	<b>9:30 - 9:55</b>
<b>5TH HOUR</b>	<b>10:00 - 10:25</b>
<b>LUNCH</b>	<b>10:30 - 10:55</b>
<b>6TH HOUR</b>	<b>11:00 - 11:25</b>
<b>7TH HOUR</b>	<b>11:30 - 12:05</b>

# **A+ PROGRAM**

## **A+ Program**

The A+ School Program encourages all students to focus on a career, which includes selecting a career path, planning course work for all four years of high school, and to demonstrate progress toward a goal of additional training at a post-secondary level or high wage-job. **The Missouri Legislative branch establishes the criteria for payment of the A+ funds. Funds for the program are provided by the State of Missouri.**

## **A+ Requirements:**

- Sign an A+ Schools Contract
- Enroll in and attend an A+ Designated School for two years.
- Maintain at least a 2.5 grade point average on a four (4) point scale.
- Maintain a cumulative 95% attendance record for four years.
- Perform 50 hours of unpaid tutoring/mentoring students.
- Maintain a record of good citizenship and avoidance of the unlawful use of drugs.
- Make a good faith effort to first secure all available federal post-secondary student financial assistance funds that do not require repayment.
- Males must register with Military Selective Service.
- Must have a score of proficient or advanced on the Algebra I EOC (starting with the class of 2015) or a qualifying score on the math portion of the ACT.

## **A+ Tutoring**

In order to begin a tutoring/mentoring activity, the A+ student must have met the following guidelines:

- Signed an A+ Contract
- Should have a cumulative attendance rate of 95% or better
- Should have earned a 2.5 grade point average or better
- Should have a record of good citizenship

Tutoring hours can be earned in the following ways:

Before or After School Tutoring  
Cougar College  
Cadet teaching (.5 graduation credit)\*  
Summer School

## **Job Shadowing**

Junior and Senior students may participate in a job shadowing experience based upon their career pathway choices. All students participating in this program must meet certain criteria in order to participate.

### **Requirements for participation in the Job Shadowing Experience:**

1. Must have had zero Out of School Suspensions in the semester of the visit.
2. Must have permission from the High School Principal.

## **ACT**

Most colleges require students to have ACT scores before enrolling. Registration deadlines for ACT testing for the upcoming year are:

<b>Test Date</b>	<b>Registration Deadline</b>	<b>Late Registration (Fee Required)</b>
September 11th, 2021	August 6th, 2021	August 20th, 2021
October 23rd, 2021	September 17th, 2021	October 1st, 2021
December 11th, 2021	November 5th, 2021	November 19th, 2021
February 12th, 2022	January 7th, 2022	January 21st, 2022
April 2nd, 2022	February 25th, 2022	March 11th, 2022
June 11th, 2022	May 6th, 2022	May 20th, 2022
July 16th, 2022	June 17th, 2022	June 24th, 2022

**ACT Fees:** ACT No Writing - \$55.00, ACT with Writing- \$70.00, Late fee - \$35.00

## **AFTER SCHOOL PROGRAM**

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

3:11 p.m.	After school program begins
5:15 p.m.	Buses start loading to take after school students who are not being picked up by their parents to their homes.
5:45 p.m.	All remaining students must be picked up by their parents or guardians.
6:00 p.m.	After School program ends.

## **ARRIVAL/DISMISSAL PROCEDURES**

Students will only be released from school to the parent(s)/guardian(s) or emergency contacts listed in the student information system. Any person requesting release of a student must present proper identification prior to release of the student.

Students who have a court order on file in the office will **ONLY** be released to the parent or guardian on record. Exceptions must have prior approval by the principal.

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

For the safety of everyone, if you plan to pick your child up please notify the school and then pick up your children in the designated areas in front of the main building at parent pick-up time.

You must come into the office and sign students in or out. If you unexpectedly need to pick up your child/children from school, notifying the office **before 2:00 p.m.** will allow time to notify the child/children and keep them off the buses. Once a student is on a bus, they must remain on the bus unless it is an emergency.

According to Board policy, visitors must make an appointment to be permitted to visit during the school day. Please contact the principal in advance for consideration and/or approval of special visitors.

## **ASSISTANCE FOR DIVERSE STUDENTS**

Missouri school districts are responsible for meeting the educational needs of an increasingly diverse student population by providing a wide range of resources and support to ensure that all students have the opportunity to succeed and be college prepared and career ready. Our school district has programs designed to help meet the unique educational needs of children working to learn the English language,

students who are advanced learners, students with disabilities, homeless students, the children of migrant workers, and neglected or delinquent students. For more information, contact your building principal or school guidance counselor. They will put you in contact with the appropriate program coordinator.

## **ATTENDANCE**

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

All students are expected to attend school regularly and be on time for classes in order to receive the maximum benefit from their classroom instruction. This sets the tone for developing good habits of punctuality, self-discipline, and responsibility. Students who have good attendance generally achieve higher grades, enjoy school more, and are desirable employees after leaving high school. Poor attendance is directly related to poor progress, failure, and not graduating from high school.

It is recognized at times that there are events that are beyond the control of the student and have to be taken into account. Therefore, the Kingston Senior High School Attendance Policy is established to encourage maximum student participation while allowing for the realities of everyday life. The policy encourages good attendance, but is also punitive in nature to address chronic poor attendees.

### **Attendance Policy**

***An absence for any reason will be counted as an absence whether excused, unexcused or verified. All absences accumulate towards a student's attendance total each semester unless their absence qualifies as a waived absence.*** According to Missouri School Improvement guidelines, all students are required to have a 90% attendance rate. Thus, if your child fails to maintain a 90% attendance rate they may be required to attend summer school.

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

When a student is absent and a parent calls to notify the school, the absence will be marked as a verified absence, but will still count against the student's cumulative attendance total for the semester. In



addition, pre-planned absences will be marked as a verified absence as long as the parent or legal guardian has notified the school in advance. This includes students arriving late (tardy) beyond the expected time for school to begin and leaving school prior to the conclusion of regular school hours.

### **Acceptable Documentation / Excused Absences:**

Students who are absent for the day will be marked excused after proper documentation has been submitted to the high school office. Any excused absence will still count towards a student's cumulative attendance total for the semester.

The following absences will be marked excused in the event proper documentation is provided:

1. Illness or injury of the student with a written excuse from a medical provider.
2. Illness or injury of a member of the student's family when the student's presence is necessary or expected with parent verification.
3. Medical, dental, or counseling appointments with written confirmation by a medical provider.
4. Visits with a parent or legal guardian who is an active duty member of the military who has been called to duty for, is on leave from, or is immediately returned from deployment to a combat zone or combat support posting, with permission of the superintendent or designee.

### **Unacceptable Documentation / Unexcused Absences:**

Documentation from a medical doctor, dentist, orthodontist, optometrist, etc. for any individual other than the student will result in the student being marked unexcused. Hand written documentation from a parent or legal guardian explaining the reason for an absence will result in the student being marked unexcused. Preplanned vacations or trips without notifying the high school office in advance or being absent to conduct driver's exams without prior notice will result in the student being marked unexcused (Students will be granted a one time excused absence per year to conduct a driver's exam.)

### **Excessive Absences**

Students who accumulate ten (10) or more unexcused absences per semester will be referred to the Washington County Juvenile Office if they are under the age of seventeen (17). Any student who misses ten (10) consecutive unexcused days will be withdrawn from the school district and if they are under the age of seventeen (17) they will be referred to the Washington County Juvenile Office. A parent and / or guardian **must** be present to reinstate the withdrawn student.

## **Consequences for Excessive Absences**

Absences that go beyond 10 days (70 class periods) per semester are considered excessive.

The following intervention strategies will be followed in such cases:

1. Students that miss **35 or more class periods** (approximately 5 days) will be notified of their status and parents will be contacted.
2. Students that miss **42 or more class periods** (approximately 6 days) will be notified of their status and parents will be contacted.
3. When absences total **49 or more class periods (approximately 7 days) the student will be placed on credit probation for the remainder of the semester and meet with an administrator to discuss their attendance.** Parents will be contacted with information about the student's status and advised on how to prevent their student from failing to earn credit for their semester classes based upon attendance.
4. When absences total **56 or more class periods (approximately 8 days) the student will meet with an administrator and the district SRO officer to discuss their attendance status.** Parents will be contacted with information about the student's status and advised on how to prevent their student from failing to earn credit for their semester classes based upon attendance.
5. When absences total **63 or more class periods (approximately 9 days) the student will meet with an administrator and the district SRO to further discuss their attendance status.** Parents will be contacted with information about the student's status and advised on how to prevent their student from failing to earn credit for their semester classes based upon attendance.
6. If a student misses **more than 70 class periods (approximately 10 days) he/she will not earn credit in all classes for the semester.** After a student has exceeded this limit, parents will be contacted explaining that the student is in violation of the attendance policy and will not earn credit for the semester. The proper legal authorities will be contacted for students under the age of seventeen (17) for every absence over ten (10) days. At this time Parents/Guardians may apply for an appeal for the student to earn credit.

## **Waived Absences**

The following absences from school will be automatically waived and will not count toward the attendance policy.

1. Absence created due to participation in a school-sanctioned activity.

2. Absence created due to death in the immediate family. This includes parents, grandparents, siblings, aunts, uncles, or any other family member residing with the student. (Documentation required)
3. Absence created due to hospitalization/homebound. (Documentation required)
4. Absence created by court subpoena. (Documentation required)
5. Absences that will advance students' future goals. This will be afforded to seniors first and juniors on a case by case basis. Application for these trips will be made through the Counselor's office. Only two trips per year will be allowed and no more than 10 trip requests will be given out during a calendar day. Application for college, military or job shadowing will not be granted to any student who is on credit probation.

### **Attendance Appeals Committee**

In the event that a student will earn zero grades / credits due to excessive absenteeism, he/she may appeal to the Attendance Committee at the end of each semester to have grades / credits reinstated. It is the responsibility of the student and/or parent to contact the high school principal to begin the appeals process. Parents or legal guardians must start the appeals process by filling out the attendance appeals form and turning it into the office of the high school principal. After the appeals form has been received, the attendance appeals committee will schedule a meeting with the parent / legal guardian and student, so they can have the opportunity to explain any or all extenuating circumstances that may add to a decision regarding the status of the student in question. At this time, the parent or guardian must bring all documentation or other artifacts to substantiate their appeal. The attendance appeal committee will review all documentation and artifacts presented during the meeting and will render a decision on the status of the student within 5 school days. The attendance appeals committee options that are not completely inclusive are:

1. The student may not earn any credit for the semester.
2. The student may earn credit based upon evidence presented by the parent or legal guardian.
3. Admission to the alternative school/in-school-suspension.
4. The student may be required to attend summer school in order to earn credit.
5. Contact the proper legal authorities for students under the age of 17.
6. Any other option afforded by the committee to meet the specific needs of the student.

A parent / legal guardian or student may appeal the Attendance Committee's decision to the Superintendent of Schools, Dr. Lee Ann Wallace. This appeal must be submitted in writing within 48 hours of receiving the Attendance Committees decision.

### **Athletics and Extracurricular Attendance**

If students are involved in sports or other extracurricular activities they should consult the Athletic Handbook on attendance matters, as further documentation may be required. Students must be present at school or have an excused absence in order to participate in any extracurricular activity.

# **BULLYING**

## **General**

In order to promote a safe learning environment for all students, the Kingston K-14 School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.

## **Definitions**

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

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

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

## **Designated Officials**

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

The district compliance officer appointed in policy AC will serve as the district wide anti bullying coordinator. The anti-bullying coordinator will receive all completed investigative reports from all buildings and analyze the reports to identify any information that would inform the district's

antidiscrimination and anti-bullying education and training programs. In addition, the anti-bullying coordinator will assist in making any relevant reports as required by state and federal law.

## **Reporting Bullying**

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

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

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

## **Investigation**

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

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

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

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

## **Consequences**

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

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

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

## **Policy Publication**

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

## **Training and Education**

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

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

In addition to educating students about the content of this policy, the district will inform students of:

1. The procedure for reporting bullying.
2. The harmful effects of bullying.

3. Any initiatives the school or district has created to address bullying, including student peer-to-peer initiatives.
4. The consequences for those who participate in bullying or engage in reprisal or retaliation against those who report bullying.

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

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

## **BUS CONDUCT**

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

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

### **Expected Student School Bus Behavior**

- Load and unload at your designated stop.
- Share your seat with someone.
- Keep all parts of your body and personal belongings inside the bus.
- Keep the aisles clear.
- Listen to and follow the bus driver's directions.
- Use kind words and appropriate language.
- Use appropriate voice level.

## **Bus Misconduct**

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

Students caught vandalizing or otherwise mutilating bus seats will be expected to pay for necessary repairs. The cost to recover a bus seat is approximately \$100.00. Grade cards will only be released once restitution is made.

## **Consequences**

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

## **Bus Loading Procedures**

- **Morning:** In the morning, students should be at their bus stops early. Arriving in a timely fashion keeps the bus on schedule. Students should wait quietly, consider residents, and respect private property. Students should stay out of the road when waiting for the bus.
- **Afternoon:** Teachers supervise bus loading and parent pick up.

## **Bus Notes**

Students are only permitted to ride a bus designated with the approval of the Director of Transportation and the building principal. Changes must be made through the high school office and the transportation director. Bus notes must be submitted at least one day in advance of any requested change in transportation.



## **CAFETERIA RULES AND EXPECTATIONS**

Every student is expected to practice good manners including table and eating behaviors. Students are seated by class and dismissed by class. Rules of courteous behavior and manners while in the cafeteria are:

- Listen to and follow adult instruction.
- Respect food service personnel.
- Use appropriate voice level.
- Move through the line in an orderly and timely fashion.
- Report and clean up spills.
- Respect other people's space.
- Use proper table manners.
- Clean up the area and place trash in trash cans.

## **CARE OF SCHOOL PROPERTY**

Textbooks, library books, school equipment, computers, chromebooks, furniture, and other instructional items and materials are provided for students' use. A certain amount of wear is expected in normal use. Lost and/or damaged textbooks, library books, and other instructional materials damaged beyond normal use will be assessed and the parent(s)/guardian(s) will be charged. The student and/or parent/guardians will pay for damage to school property at replacement costs. Grade cards will only be released once restitution is made.

## **CELL PHONES / ELECTRONICS/AUDIO-VISUAL EQUIPMENT:**

The possession and/or use of electronic equipment and cellular phones are prohibited during class time, unless permitted by a teacher for academic purposes only. All student use of electronic devices for academic purposes must be approved by a principal. Inappropriate use of electronic devices and cell phones will result in confiscation. The device will only be released to the student's parent/guardian and discipline will be assigned based on the discipline policy.

## **Recording by Students**

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

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

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

## **CLUBS AND ORGANIZATIONS**

An attempt is made to make the activities at Kingston Senior High School a valuable part of the educational program. The purpose of these activities is to supplement regular schoolwork. They help provide additional opportunities for some valuable lifelong experiences. We encourage all students to take part in some activities. It has been our observation that the students involved in activities get more enjoyment from their total school effort.

Club meeting schedules will be announced and special meetings of clubs may be called at the discretion of the sponsor with principal approval on non-school time. Club sponsors should notify the building secretary regarding the time their meeting should be called by intercom. If a meeting is not going to last an entire period, the meeting will be scheduled for the latter part of the class period.

The following rules will apply to all clubs: A student may hold a student council and class office, but one must be a lower office. However, a student holding a student council or class office may also hold a club office. A student can only hold one presidency in any given year, including student council, class or club/organization. Club sponsors are to notify the building principal if their club meets at an unscheduled date. Sponsors of clubs are to have a copy of their constitution on file in the office, along with a membership list of the organization, and a list of officers for the organization. A list of membership and officers for the organization should be presented to all faculty members and administrators before the second club meeting.

Students who voluntarily represent this district in school activities must be a credible citizen and judged so by the proper school authority certifying a list of students for competition. Those students whose character and conduct positively reflect themselves and the school will be considered "credible citizens." Otherwise, the result may include suspension for the entire school year and from other activities within the school during that current year. Any student who receives an OSS punishment during the school year will be ineligible to run for a club officer or class officer position. Any club officer or class officer who receives OSS while serving an officer position will lose the status of officer.

## **COLLEGE VISITS**

Juniors and Seniors will be allowed to take two college visits during the school year without counting towards attendance. **These days must be pre-arranged at least two days in advance** through the attendance clerk and be recorded as field trips (college field trips count as college visits). This privilege will only be granted to those students who are in compliance with the attendance policy for the current semester.

## **DEFINITION OF DISCIPLINE TERMS**

Policies apply to students on school grounds, as well as school-sponsored events, buses, field trips, athletic events, etc.

1. **ACADEMIC DISHONESTY/CHEATING:** To violate rules dishonestly on school work; as determined by the classroom teacher. To turn in work that is not an original creation of the student who is receiving the grade.
2. **DEFIANCE, INSUBORDINATION:** This category is defined as the stated or implied intention to not comply with school rules or reasonable requests of school officials/instructors.
3. **DEMONSTRATION AND/OR WALKOUT:** An act of student(s) protesting, demonstrating, walking out that caused or could cause disruption to the normal operations of the school. (refer to Discipline Policy)
4. **DRESS CAUSING DISTRACTION, DISRUPTION OR SAFETY HAZARD:** A student's dress/appearance shall not cause distractions and/or interruptions that will impede the orderly progress of the educational process or safety of the individual.
5. **ELECTRONIC EQUIPMENT AND CELL PHONES:** The possession and/or use of electronic equipment and cellular phones are prohibited during class time, unless permitted by a teacher for academic purposes only. All student use of electronic devices, for academic purposes, must be approved by a principal. Inappropriate use of electronic devices and cell phones will result in confiscation. The device will only be released to the student's parent/guardian. Discipline will be assigned based on the discipline policy.
6. **EXPULSION:** Expulsion is the removal of a student from school by action of the Board of Education. This action means permanent removal from school. Actions and results will be recorded in the student's permanent file.
7. **FIREWORKS, CHEMICAL DISRUPTION AND EXPLOSIVE DEVICES AND FIRE-PRODUCING DEVICES:** Possession of fireworks, smoke bombs, stink bombs, explosives, lighters, matches, etc. Possession includes on one's person or personal property.
8. **MISCELLANEOUS OFFENSES:** In addition to offenses previously stated, disciplinary action may be taken for any other offenses deemed to constitute conduct which is prejudicial to good order and discipline in the schools or which tends to impair the morale or good conduct of the students.
9. **PARENT CONTACT:** Parent(s)/Guardian(s) are notified by telephone, personal contact, or letter. A conference may be conducted between the student, his/her parent(s), a school administrator and/or teacher as appropriate. Action with results of the conference will be recorded in the office.

10. **REFERRAL TO AN OUTSIDE AGENCY:** Recommendations may be made to the parents for various community services such as Mental Health, Family and Children's Services, Youth Emergency Services, etc. Students may be referred to the County Juvenile Court for excessive absences (truancy), educational neglect, or problems of juvenile delinquency. Referrals will be made by the principal or counselor. The Child Abuse and Neglect Hotline may be notified when abuse is reasonably suspected, as outlined in the Kingston K-14 School District Board of Education policy. Teachers, counselors, nurses, and principals are mandated by law as reporters of child abuse. It is recommended that these calls originate in a school setting with notification to the principal.
11. **REFERRAL TO COUNSELOR:** Students may be required to meet with an assigned counselor on a periodic basis. The counselor may advise students on ways of improving his/her behavior. The counselor may recommend special projects to students including reading, attending seminars, etc.
12. **RESTRICTION OF PRIVILEGES:** Extracurricular activities including participating in school sponsored activities such as athletics, social events, clubs, outings, field trips, assemblies, and/or lunch with peers are special privileges offered to enhance the student's overall learning experience. Other benefits such as riding buses and driving vehicles to and from school are also privileges, not rights. Any or all of these privileges may be revoked.
13. **SEARCHES:** A search includes, but is not limited to, opening a locker, inspecting the contents of a student's backpack, notebook, or other possessions. Random searches may be conducted at any time as determined by administration. Vehicles parked on school grounds are subject to the same regulations. If items of infractions are discovered, students will be disciplined according to the district handbook policy.
14. **SUSPENSION:**
- A. **From an Individual Class:** A student may be removed from an individual class for a specified number of days or for the balance of the semester. The student is responsible for completion of all work assigned in the class. The work will be done in the In-School Suspension Room. All assignments must be appropriately completed.
- B. **Academic Reassignment (ISS):** Student is suspended from attending regular classes and will be provided lunch. No other food is allowed in the classroom. Class assignments are to be completed in the Academic Reassignment room (ISS). Extra assignments may be assigned by the Academic Reassignment (ISS) teacher to compensate for time factors. For students who participate in extracurricular activities, the following provisions will apply: Upon receipt of Academic Reassignment (ISS) punishment, the student may not participate in extracurricular activities until the Academic Reassignment (ISS) punishment has been completed. For Homecoming, Prom, or any District or State level competition, the building administrator will review and determine if attendance will be allowed. Students assigned Academic Reassignment (ISS) will not be allowed to attend field trips, after school activities, or dances until the Academic Reassignment is served. Unsuccessful Academic Reassignment (ISS) students could be assigned Out of School Suspension, which will count against their attendance record (refer to attendance policy for specifics).

- C. **Out-Of-School Short Term (1-10 days)**: Assigned by the principal. Suspension requires that the student be deprived of all the privileges of attending school for 1-10 days. All extra-curricular privileges such as attending or taking part in sports activities, social events, etc. are also suspended. Parents will be notified. A student is expected to work on his normal class assignments during that time and will be allowed to receive credit for the assigned work. The student is responsible to turn in all completed work to each teacher the day they return.
- D. **Out-Of-School Long Term (11-180) days)**: Assigned by Superintendent. Further restrictions may be imposed by the superintendent upon the student's re-admittance. A parent conference is required. Action and results will be recorded. Parents will be notified. Students who have been suspended for more than ten (10) consecutive school days must have a conference with the principal to review the conduct that resulted in the suspension and any remedial action needed to prevent any future occurrences of such conduct.

**NOTE**: Students who are suspended out of school must remain off school property and avoid any school activities. Students who receive OSS are prohibited from being within 1000 feet of school if the student committed an act of violence, drug-related activity, or other specified offenses. Out of school suspension must be completed before a student may attend any after school activities. Failure to comply may result in the assignment of additional suspension.

## **DISCIPLINE POLICY (Regulation 2610)**

Principal's' Discretionary Clause: While the student code of conduct provides thorough coverage of the school's disciplinary policy, it is impossible to include every violation possible during the school year, therefore, the administrators of the Kingston K-14 School District reserve the right to alter the consequences of an event. The consequences may be increased or decreased depending on the circumstances. The district can discipline a student for any actions that are disruptive to the school environment, whether it occurs on or off school property.

After receiving eleven office referrals in a school year, a student will be referred to the superintendent for additional consequences.

Local law enforcement or county juvenile officers may be contacted and referrals made for discipline items found below. The District will work cooperatively with police and will notify police when a crime occurs on school property.

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 schools or impairs the morale or good conduct of other students. The Board of Education authorizes the immediate removal of a student upon a finding by a principal or superintendent that the student poses a threat of harm to self or others, as evidenced by

the prior conduct of such student. Any such removal will be subject to the appropriate due process procedures and in accordance with law.

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

Off-campus misconduct that adversely affects the educational climate will also be subject to these policies, regulations and procedures. Students who have been charged, convicted or pleaded guilty in a court of general jurisdiction for commission of a felony may be suspended in accordance with law.

Building principals are responsible for the development of additional regulations and procedures regarding student conduct needed to maintain proper behavior in schools under their supervision. Teachers have the authority and responsibility to make and enforce necessary rules for internal governance in the classroom, subject to review by the building principal. The Board of Education expects each teacher to maintain a satisfactory standard of conduct in the classroom.

### **Participation in Activities**

Students who are suspended or expelled for any reason will avoid attending or taking part in any district-sponsored activity, regardless of location, or any activity that occurs on district property. Students who violate this provision will be required to leave the activity and may face further discipline, including an additional period of suspension or expulsion.

### **Policy Regarding Being on or Near School Property During Suspension:**

All students who are suspended or expelled must remain off school property for any reason unless permission is granted by the superintendent or designee. If a student violates this policy, he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension," listed below.

## **PROHIBITED CONDUCT**

The following are descriptions of prohibited conduct as well as potential consequences for violation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

### **Academic Dishonesty / Cheating**

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:** Zero credit for the work, grade reduction, replacement assignment, or 1-5 days

in-school suspension.

**Subsequent Offense:** Zero credit for the work, grade reduction, course failure, removal from extracurricular activities, or 1-10 days in-school suspension.

## **Arson**

Intentionally causing or attempting to cause a fire or explosion.

**First Offense:** Detention, in-school suspension, 1-180 days out-of-school suspension, expulsion, or possible referral to law enforcement officials. Restitution if appropriate.

**Subsequent Offense:** 1-180 days out-of-school suspension, expulsion, and/or possible referral law enforcement officials. Restitution if appropriate.

## **Assault**

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

**First Offense:** 1-10 days in-school-suspension, 1-180 days out-of-school suspension, or expulsion, possible notification to law enforcement officials, and documentation in the student's discipline record.

**Subsequent Offense:** In-school suspension, 1-180 days out-of-school suspension or expulsion, possible notification to law enforcement officials and documentation in the student's discipline record.

2. Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.

**Any Offense:** Expulsion, notification to law enforcement officials, documentation in student's discipline record.

## **Automobile / Vehicle Misuse**

Impolite or unsafe driving on or around school 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 school property.

**First Offense:** Suspension or revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension, possible notification to law enforcement officials, and documentation in the student's discipline record.

**Subsequent Offense:** Revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension, possible notification to law enforcement officials, and documentation in the student's discipline record.

## **Bullying / Cyberbullying**

Repeated and systematic intimidation, harassment and attacks on a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion, theft, damaging property, and exclusion from a peer group.

**First Offense:** Detention, in-school suspension, 1-180 days out-of-school suspension, and/or possible referral to law enforcement.

**Subsequent Offenses:** 180 Days of out-of-school suspension, expulsion, and/or possible referral to law enforcement.

## **Bus or Transportation Misconduct**

Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

## **Chronic Discipline**

All staff members will attempt to work with a student who chronically exhibits behaviors inappropriate to the classroom or the school. However, if the inappropriate behaviors persist, a principal of the school will handle these chronic discipline problems with additional disciplinary measures. Students who receive an eighth office referral resulting in discipline being assigned will be placed on "chronic offender" status for the remainder of the school year. On the ninth referral resulting in discipline being assigned, the student will automatically be assigned AR (ISS) for a minimum of three (3) days or be assigned out-of-school suspension. This process will be used any time after the eighth office referral in a school year.

## **Conditions of Suspension**

Students will refrain from coming within 1,000 feet of any public school in the district while on suspension for any offense that requires reporting to law enforcement, an act of school violence or drug-related activity defined by district policy as a serious violation of the district's discipline policy. See the section of this regulation titled, "Being on or near School Property during Suspension."

In determining whether to suspend or expel a student, consideration shall be given to whether the student(s) poses a threat to the safety of any child or school employee and whether the student's presence within 1,000 feet of the school is disruptive to the educational process or undermines the effectiveness of the school's discipline policy.

**First Offense:** Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Subsequent Offense:** Verbal warning, detention, In-school suspension, 1-180 days out-of-school suspension or expulsion.



## **Demonstration and / or Walkout**

If a person, or group, fails to disperse when told to do so:

**First Offense:** 1-10 days ISS, 1-180 days out-of-school suspension, or expulsion, possible notification to law enforcement officials, and documentation in the student's discipline record.

**Subsequent Offense:** 11-180 days out-of-school suspension or expulsion, possible notification to law enforcement officials, and documentation in the student's discipline record.

## **Dishonesty**

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

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

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

## **Disrespectful or Disruptive Conduct or Speech**

Verbal, written, pictorial, electronic speech 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. Speech in situations where it is protected by law will be permitted.

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

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

## **Drugs/Alcohol /Controlled Substance**

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

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

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

2. Possession of or attendance at school or school events (including in vehicles) while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as

substances identified under sections I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

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

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

3. Sale, purchase or distribution of any prescription drug, 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:** 1-180 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.

### **False Alarms**

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 school 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**

Mutual combat in which both parties have contributed to the conflict either verbally or by physical action. Any student that videos a fight and/or shares a video of a fight could be subject to discipline as well.

**First Offense:** Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, expulsion, and/or possible referral to law enforcement officials.

**Subsequent Offenses:** In-school suspension, 1-180 days out-of-school suspension, expulsion, and/or possible referral to law enforcement officials.

## **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, in school suspension.

**Subsequent Offense:** Principal/Student conference, loss of privileges, detention, ISS

## **Hazing**

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 purpose 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 school-sponsored activity. Hazing may 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**

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.

**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.

## **Non- Instructional Items / Toys**

Non-instructional items such as toys, games, playing cards, and/or other items that cause a distraction to the learning environment should not be brought to school. Items that are distracting to the learning environment will be confiscated and returned to a parent or guardian.

## **Public Display of Affection**

Physical contact that is inappropriate for the school setting including, but not limited, to kissing and groping.

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

## **Sexual Activity**

(Refer to Policy and Regulation 2130 - Harassment) Acts of sex or simulated acts of sex including, but not limited to, 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.

## **Sexual Harassment**

1. Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature. Examples of sexual harassment include, but are not limited to, sexual jokes or comments, requests for sexual favors and other unwelcome sexual advances.

**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 based on gender or of a sexual nature. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing.

**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.

## **Sexually Explicit, Vulgar or Violent Material**

Possessing 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 is prohibited. Material that has been approved by district staff for its educational value is allowed.

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

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

## **Technology Misconduct**

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, in-school suspension, or 1-180 days out-of-school suspension.

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

2. Students may not use personal devices during instructional class time without permission from school administration. Authorized possession or use of personal electronic devices must not in any way disrupt the educational process in the school district, endanger the health or safety of the student or any other person in the district, invade the rights of others at school or involve illegal or prohibited conduct.

**First Offense:** Confiscation, Returned to the parent only, Principal/Student conference, detention, or in-school suspension.

**Subsequent Offense:** Confiscation, Returned to the parent only, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

3. Violation other than those listed in (1), (2) (including possession or use of a laser pointer)

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

**First Offense:** Confiscation, Principal/Student conference, detention, in-school suspension.

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

5. Video recording a student altercation and/or fight. Along with sharing and/or posting of such incidents during the school day.

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

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

**First Offense:** Principal/Student conference, detention, in-school suspension, or 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 or electronic cigarettes on school grounds, school transportation or at any school activity.

**First Offense:** Confiscation of tobacco product or electronic cigarette, Principal/Student conference, detention, or in-school suspension.

**Subsequent Offense:** Confiscation of tobacco product or electronic cigarette, Detention,

in-school suspension, or 1-10 days out-of-school suspension.

2. Use of any tobacco products or electronic cigarettes on school grounds, school transportation or at any school activity.

**First Offense:** Confiscation of tobacco product or electronic cigarette, Principal/student conference, detention, in-school suspension, or 1-3 days out-of-school suspension.

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

## **Truancy**

Absent or tardy from class or classes without authorization (See also Policy and Regulation 2340 - Truancy and Educational Neglect.) 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.

**First Offense:** Principal/Student conference, detention, or 1-3 days ISS suspension.

**Subsequent Offense:** Detention or 3-10 days in-school suspension.

## **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**

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

**First Offense:** Restitution, Principal/student conference, 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 / Firearms**

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 (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.

**Subsequent Offense:** Expulsion.

## **DISTRIBUTION OF LITERATURE OR OTHER ITEMS**

No pamphlets, posters, literature, invitations or other items of any kind may be distributed on school grounds without the approval of the principal.

## **DRESS CODE**

1. Clothing that causes disruption or interferes with school work, creates classroom or school disturbances, or appears to discredit the character of the wearer is prohibited for either males or females. Shorts and skirts must extend to the student's mid-thigh; this apparel must pass the "fingertip test." Garment must be free of holes above the bottom of the pocket on any pants worn by the student. The pocket lining must be out of site and unaltered. When these cases are in doubt, the decision of the administrator will prevail. Outside garment takes precedence.
2. Advertisements or other types of printing must be considered in good taste on clothing, bags, shoes, notebooks, etc. (This includes alcohol, tobacco, drugs, statements, phrases, wordings, pictures or designs with dual connotations regarding profanity, obscenity, sex, death, etc.)
3. Jeans and shorts must be in good taste with free of holes within the "fingertip test" or reach of the student nor above the interior base of the pocket, as determined by the administration.
4. Tights, exercise pants, yoga pants, spandex pants, or leggings are acceptable if they are worn with a shirt, skirt, or dress that extends to finger-tip length.
5. Muscle shirts, cut-off shirts (sleeves removed), spaghetti straps, strapless or, bare-midriff (front and back) shirts, see-through clothing alone or in combination are prohibited. The straps on a shirt should be wide enough to cover a bra strap.
6. It is expected that apparel be worn as it was intended.



7. Individual teachers may determine dress code policy for different classes for different safety reasons.
8. Long hair or facial hair should be well groomed in those classes where it could be considered hazardous to the student's welfare.
9. Unusual makeup combinations at any time during the school year without administrator approval (this includes Halloween) are prohibited
10. Administrators must approve the wearing of costumes or face paint at any time during the school day.
11. Accessories (necklaces, bracelets, chains, etc.) depicting alcohol, tobacco, drugs, statements, phrases, wordings, pictures or designs with dual connotations regarding profanity, obscenity, sex, death, marijuana or other controlled substances are prohibited. Spiked or studded jewelry or large wallet chains are prohibited. The accessories will be confiscated and only returned to parents. Items not collected by the last day of school are disposed of by a school representative.
12. Headgear and bandanas are not to be worn during regular school hours unless approved by administration.
13. All students must wear shoes, boots or other types of footwear.

Final decisions of what constitutes acceptable grooming/dress lies with the administration. The school administration reserves the right to send home any student not properly attired. Items confiscated by administration may be destroyed or held until collected by the parent or guardian. Items not collected by the last day of school will be discarded. Students will be requested to change clothing or may be assigned to the Academic Reassignment (ISS) Room.

## **DUAL ENROLLMENT AND DUAL CREDIT COURSES**

Kingston K-14 is offering the opportunity for students to participate in the Mineral Area College Dual Enrollment program (student attending classes on the Mineral Area College campus) or dual credit program (online classes on Kingston campus).

This is a joint effort with the colleges to provide Kingston K-14 students the opportunity to enroll in courses during the fall and spring semesters of their junior and senior years. The cost will be 2/3 of regular tuition paid by the Kingston school district and 1/3 scholarship offered by Mineral Area College toward tuition. The costs for books are also paid by Kingston K-14. Guidelines and regulations regarding this program include:

- a. Must be a Sophomore, Junior or Senior.
- b. Must have a 3.0 overall Grade Point Average (GPA) to enroll in classes.
- c. Must receive prior permission from the principal in order to enroll.
- d. Students must meet MAC's placement scores for Language Arts, Reading and Math. Students may use either their COMPASS or ACT scores for placement. The Accuplacer Test can be given on the Kingston K-14 campus. The district will not pay for any remediation classes; therefore, the student may not be eligible to participate in Dual Enrollment or Dual Credit.

- e. Must enroll in 9-12 hours for fall/spring semester and be attending a total of at least 6 classes between Kingston K-14 and MAC courses. A total of 6 classes are required for extracurricular eligibility.
- f. Sophomores are allowed to take one course per semester during the course of their sophomore year in high school.
  - a. If a Sophomore does not successfully complete the first semester with a C or better they will not be able to participate in the dual credit/enrollment program again until:
    - i. Their outstanding balance has been paid back to Kingston K-14 for their failed class.
    - ii. The student is a Junior
- g. Juniors are allowed to take one course their first semester in the program. Upon successful completion (C or better) of the first initial course, students will be allowed to enroll in additional courses for the second semester.
  - a. If a Junior does not successfully complete the first semester with a C or better they will not be able to participate in the dual credit/enrollment program again until:
    - i. Their outstanding balance has been paid back to Kingston K-14 for their failed class.
    - ii. The student is a Senior
- h. Must have good citizenship to enroll or continue the following semester.
- i. Kingston K-14 will provide textbooks at no cost to the student for those courses approved by the district. Upon completion of the course, textbooks are to be returned to the district.
- j. Must be willing to drive if the schedule is not available.
- k. Students who wish to enroll in courses, other than those approved by the district, will be responsible for the tuition, textbook and other expenses for those classes.
- l. Students are expected to utilize free time between classes, when available, to prepare for class (college and Kingston K-14).
- m. Attendance is a MUST. If a student misses more classes than what MAC allows to pass a course, students may be required to drop all classes and re-enroll in classes at Kingston K-14 unless prior approval from Kingston administration. The student will also be required to pay back the total cost of tuition and the cost of all textbooks.
- n. Students must maintain and receive a grade of C or better in every course he/she is taking at MAC. The student will be required to reimburse the district the cost of tuition and books prior to graduation for every course that does not meet the grade requirement of C or better.
- o. Students must have written permission from the principal in order to drop any course once a student has been enrolled. Failure to do so will require the student to pay back all tuition, textbook cost and/or other fees paid by the district for each course that is dropped without prior permission.
- p. At the discretion of the High School Principal, a student can be disenrolled from MAC for any failing grade that would make them ineligible to meet the graduation requirements of Kingston K-14. The student must make up that credit to be eligible for graduation. The student will be required to reimburse the district for costs associated with the dropped classes.
- q. In the event of a serious or long-term illness that precludes attendance at MAC will be handled on a case-by-case basis for credit or reimbursement of costs associated with the classes.
- r. In the event that a student receives ISS or OSS, the student still must attend classes at MAC and participate in Dual Enrollment classes. All school work with Dual Credit must be completed as

assigned. Students must realize that all coursework must be completed to remain eligible for credit with the college.

- s. The student must be in attendance at MAC every day that the college is in session, even if Kingston K-14 has cancelled classes.
- t. Students will be required to provide written proof of current grades for each of the grading cycles at Kingston K-14 from MAC.
- u. Graduation requirements will change to reflect the following for students that have successfully completed classes on MAC's campus (9 credit hours each semester):
  - a. Juniors that successfully complete 36 hours (or more) of college credit (9 hours x 2 semesters x 2 years), their graduation credit hours will be 24 credits.
  - b. Seniors that successfully complete 18 (or more) of college credits (9 hours x 2 semesters), their graduation credit hours will be 25.

## **EARLY GRADUATION**

Students who wish to graduate early will be required to meet with a guidance counselor and submit written notification to the principal. The guidance counselor will notify the student's parents or guardians of the student's decision if the student is a dependent. The student will receive a diploma if the student has met the Kingston K-14 School District's graduation requirements. The student who chooses early graduation will be allowed to participate in the spring graduation ceremonies but will be considered an alumnus for all other activities. Students who earn credit in the alternative school setting are not eligible for early graduation. Early graduates are required to participate in all graduation practices in order to participate in the commencement exercise. Early graduates may attend Prom, only as a guest, and can't participate in any other activities.

## **EARLY RELEASE**

Part-time membership and attendance for employment or college attendance shall be limited to high school seniors, subject to the following conditions:

1. The student must be scheduled in courses to meet all graduation requirements including the minimum number of units required each school year.
2. The student shall have and must maintain a 2.337 cumulative grade point average.
3. Enrollment for part-time attendance shall be conducted prior to the anticipated date of changing to part-time status. The student shall return to full time attendance if the employment or college attendance is terminated.
4. The school assumes no liability or responsibility for the released student. The parent will assume liability and responsibility.
5. The request for release by the parent shall be in writing, stating the time requested for release, with a statement of assumption of responsibility and liability.
6. Work schedules or college schedules are required for part-time membership and attendance.
7. All students must attend a minimum of periods 1 – 5 on a daily basis.

8. If a student's grade point average in the current semester drops below a 2.337 average, then the early release privilege will be revoked and the student will be assigned to ISS for the duration of that semester.
9. Should an early release student's attendance become an issue, the student will lose his/her early release privileges.

## **ELECTRONIC COMMUNICATION**

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

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

1. When communicating electronically with students for educational purposes, staff members must use district-provided devices, accounts and forms of communication (such as computers, phones, telephone numbers, email addresses and district-sponsored webpages or social networking sites), when available. If district-provided devices, accounts and forms of communication are unavailable, staff members communicating electronically with students must do so in accordance with number two below. Staff members may communicate with students using district-provided forms of communication without first obtaining supervisor approval. These communications may be monitored. With district permission, staff members may establish websites or other accounts on behalf of the district that enable communications between staff members and students or parents/guardians. Any such website or account is considered district sponsored and must be professional and conform to all district policies, regulations and procedures.
2. A staff member's supervisor may authorize a staff member to communicate with students using the staff member's personal telephone numbers, addresses, webpages or accounts (including, but not limited to, accounts used for texting) to organize or facilitate a district-sponsored class or activity if the communication is determined necessary or beneficial, if a district-sponsored form of communication is not available, and if the communication is related to the class or activity. The district will provide notification to the parents/guardians of students participating in classes or activities for which personal electronic communications have been approved. Staff members may be required to send the communications simultaneously to the supervisor if directed to do so. Staff members are required to provide their supervisors with all education-related communications with district students upon request.
3. Staff use of any electronic communication is subject to the district's policies, regulations and procedures including, but not limited to, policies, regulations, procedures and legal requirements

governing the confidentiality and release of information about identifiable students. Employees who obtain pictures or other information about identifiable students through their connections with the district are prohibited from posting such pictures or information on personal websites or personal social networking websites without permission from a supervisor.

4. The district discourages staff members from communicating with students electronically for reasons other than educational purposes. When an electronic communication is not for educational purposes, the section of this policy titled "Exceptions to This Policy" applies, and if concerns are raised, the staff member must be prepared to demonstrate that the communications are appropriate. This policy does not limit staff members from communicating with their children, stepchildren or other persons living within the staff member's home who happen to be students of the district.

## **Consequences**

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

## **Reporting**

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

Any staff member who possesses knowledge or evidence of possible violations of this policy must immediately make a report to the district's administration. All staff members who know or have reasonable cause to suspect child abuse shall immediately report the suspected abuse in accordance with Board policy. Staff members must also immediately report a violation or perceived violation of the district's discrimination and harassment policy (AC) to the district's nondiscrimination compliance officer. Staff members may be disciplined for failing to make such reports.

The district will not discipline, terminate or otherwise discriminate or retaliate against a staff member for reporting in good faith any action that may be a violation of this policy.

## **EMERGENCY PROCEDURES**

Disaster drills for fires, tornados, bus emergencies, earthquakes, bomb threats, and armed intruder/active shooter situations and safety evacuation drills are scheduled at intervals throughout the year. Students must be ready in case of an emergency. The precautions that need to be taken and the specific procedures necessary to assure safety are part of our building preparedness in case of emergency and/or disaster. Instruction on all emergency drills is given early in the school year, and the district conducts all emergency drills as required by law and policy and ensures that the number of drills conducted is

sufficient to give instruction and practice in proper actions by staff and students during all drills. Evacuation maps and procedures are posted in all classrooms and hallways indicating how to leave the building or take cover, check, and keep calm.

### **Fire Drills (Building Evacuation)**

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

### **Earthquake Drill Procedures**

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

### **Tornado Warning Procedures**

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

### **Lockdown Procedures**

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

### **Other**

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

## **Earthquake Preparedness Disaster Plans and Drills**

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

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

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

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

## **EXTRA CURRICULAR ACTIVITIES**

A varied extracurricular activity program to fit the many needs of the student body is offered at Kingston Senior High School.

### **Athletics & Activities Member's Expectations:**

Athletes are expected to be positive role models and ambassadors for the school. This would include not only at or during athletic contests, but also throughout the school day and in transit. All team members should treat other athletes, coaches, opponents and officials with respect. This means listening to and following directions, being receptive to instruction and playing within the spirit and rules of the contest. In addition, hazing and bullying are unacceptable behaviors. Class attendance, participating in classroom activities and exercises, completing assignments and making progress in the various academic courses are part of the responsibilities that must be maintained by all athletes. All athletes will refrain from smoking, and using illicit drugs and alcohol. In order to maintain a spot on a team and meet the expectations of serving as a role model, athletes and members of student organizations will meet all citizenship standards that are detailed and expected of all students. ***This responsibility also extends to social Internet sites, chat rooms and online bulletin boards. It is unacceptable for any athlete or student activity member to post or communicate anything that disrupts the educational or athletic environment.***

Students who wish to participate in these activities must meet the standards set by Kingston Senior High School and Missouri State High School Activities Association. Students may not run for office or continue to hold office if they receive OSS, exceed 3 days of AR (ISS), or receive a 4 or 5 as a citizenship score. Any student receiving OSS will be ineligible for participating in, or attending, any extracurricular activity during the initial OSS assignment. Additionally, Student Council/Class representative members must maintain a minimum of 2.5 GPA, with all semester grades above an F. Failure to meet the above requirements will result in students being removed from Student Council and/or suspended from Student Council for one semester.

For students who participate in extracurricular activities, the following provisions will apply:

**Upon assignment of AR (ISS) punishment, the student may be suspended from extracurricular activities until the ISS punishment has been completed, including after school activities and dances. For Homecoming, Prom, and District or State level competition, the building administrator will review and determine if attendance will be allowed.**

A student who wishes to try out for any athletic team must simply report to practice at the time announced. The Kingston K-14 Board of Education requires that all athletes have accident protection through either a family or school plan and a physical examination. All students are encouraged to be active participants in extracurricular programs offered at the Senior High School.

A student must attend at least (5) periods during the school day to be eligible to participate in or attend any activity that night, unless the absence is pre-arranged with the Athletic Director. In extraordinary circumstances, the principal or administrative designee may excuse a student's absence to allow participation on that day. The student must ride the bus to the game or activity to be eligible to participate in the event.

**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 under the Every Student Succeeds Act of 2015 (ESSA)<sup>2</sup>.

<p><b>Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs</b></p> <p><b>Table of Contents</b></p>
<p><b>General Information</b></p> <ol style="list-style-type: none"> <li>1. What is a complaint under ESSA?</li> <li>2. Who may file a complaint?</li> <li>3. How can a complaint be filed?</li> </ol>



<b>Complaints filed with LEA</b> <ul style="list-style-type: none"> <li>• How will a complaint filed with the LEA be investigated?</li> <li>• What happens if a complaint is not resolved at the local level (LEA)?</li> </ul>	<b>Complaints filed with the Department</b> <ol style="list-style-type: none"> <li>4. How can a complaint be filed with the department?</li> <li>5. How will a complaint filed with the department be investigated?</li> <li>6. How are complaints related to equitable services to nonpublic school children handled differently?</li> </ol>
<b>Appeals</b> <ol style="list-style-type: none"> <li>7. How will appeals to the Department be investigated?</li> <li>8. What happens if the complaint is not resolved at the state level (the Department)?</li> </ol>	

## 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 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:

- **Record.** A written record of the investigation will be kept.
- **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
- **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
- **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.
- **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).
- **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).

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<sup>1</sup> Programs include Title I, A, B, C, D, Title II, Title III, Title IV, A, Title V Revised 4/17

<sup>2</sup> In compliance with ESSA Title VIII- Part C, Sec. 8304(a)(3)(C)

Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.

# **FEDERAL PROGRAMS COMPLAINT PROCEDURE**

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

The district encourages parents/guardians, students and other members of the public to first discuss concerns with the appropriate district staff prior to bringing the issue to the Board so that the issue may be thoroughly investigated and addressed in a timely fashion. The Board will refrain on taking action on

an issue without input from the appropriate district staff and may require a parent/guardian, patron or student to meet with or discuss an issue with district staff prior to making a decision in the matter.

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

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

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

## **Federal Programs**

In addition to general concerns and complaints, the Board is interested in resolving concerns regarding federal programs including, but not limited to, allegations that the district has violated a federal statute or regulation that applies to particular federal programs administered by the district or the Missouri Department of Elementary and Secondary Education (DESE) in accordance with Title I, Parts A, B, C, D; Title II; Title III, Part A.2; Title IV, Part A; Title VI; and Title VII, Part C of the No Child Left Behind Act.

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

## **Notice**

The district will notify all parents/guardians of the process for filing a complaint with the district, including the process outlined in this policy. In addition, the district will provide all parents/guardians a copy of DESE's No Child Left Behind Act of 2001 Complaint Procedures. If a person files a complaint regarding one of the listed federal programs, the person will be provided another copy of DESE's No Child Left Behind Act of 2001 Complaint Procedures if the issue is not resolved at the district level.

## **Process for Resolving a Concern or Complaint**

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

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

## **Documentation and Release of Information**

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

## **FIELD TRIPS**

The number of field trips varies each year. School rules must be observed. Students not observing school rules will be disciplined accordingly. Students absent the day before a field trip must have an excused absence or administrator's approval to attend the field trip. Any student currently serving Academic Reassignment will remain at school instead of attending that day's field trip. Grade-level field trips may be awarded annually for those grade levels that meet certain, published attendance requirements. MAP/EOC students currently serving in Academic Reassignment may attend the field trip, but will make up the ISS when returning, with building administration approval.

## **FINAL EXAMS**

Final examinations are given in all classes for students in grades 6-12. Some classes give a semester comprehensive exam while others give an end of the unit test. This is announced by the individual classroom teacher. For purposes of computing a student's semester grade, each quarter grade will count for 45% of the student's total grade, while the final exam will account for 10% of the grade. Final exams may not be taken in advance, unless there is a documented medical emergency and the request for the early exam has been approved by both the administration and the school counselor. In this case, the student will not be allowed to take the exam more than two days in advance. Any student absent during semester final examinations must have a written doctor's excuse to make up the examination. These exams may have to be made up after the school year has ended; if so, these exams must be made up within two weeks after the last day of school by arranging an appointment with the classroom teacher or the administration. If the student is not available within the two-week time period, special arrangements must be arranged through the administration.

## **FLEX PROGRAM**

The School Flex Program (Section 160.539 RSMo) affords schools the opportunity to offer an alternative delivery system for students in grades 11 and 12, who have been identified by their high school principal, parents, or guardians, as potentially benefiting from an alternative delivery system in order to pursue a timely graduation. Participants in this program must attend school for at least two instructional hours per day and be earning credit in classes needed for graduation, maintain a 95% attendance rate, and avoid suspension or expulsion. In addition, there must be evidence that participants are enrolled and attending college or career technical programs and/or proof of employment. All components of the plan must align to the student's Individual Career Academic Plan (formerly known as a Personal Plan of Study), which has been developed by the school district with the student.

This program does not require the Department of Elementary and Secondary Education (DESE) to approve prior to implementation. Eligible students participating in the School Flex Program shall be considered full-time students of the school district or charter LEA and shall be counted in the school's average daily attendance for state aid purposes.

1. Have an ICAP that meets DESE's criteria.
2. Attend the district a minimum of two instructional hours per school day.
3. Pursue a timely graduation through an enrollment in district-required classes in order to meet graduation requirements.
4. Provide evidence of college or technical/career education enrollment and attendance or proof of employment and labor that is aligned with the student's ICAP developed in conjunction with the district.
5. Refrain from being expelled or suspended while participating in the program.
6. Maintain a 95 percent attendance rate.

A student participating in the School Flex Program will be considered a full-time student of the district and will receive academic credit for his or her off-campus education or employment.

## **FLOWERS, BALLOONS, AND/OR GIFTS**

Students are discouraged from having flowers, balloons, and gifts delivered to school. If delivered to school they will be held in the office until the end of the day. **No balloons or glass containers will be allowed on the buses.**

## **FOOD AND DRINKS**

Students may not have food or drink outside of the cafeteria. Water is permitted in the classroom, as long as it is away from classroom technology. Food and drink can only be consumed in the classroom in conjunction with an academic lesson activity, or with permission of school administration. Outside food may not be delivered to students during the school day. **Energy drinks are unacceptable on campus.**

## **GRADUATION POLICY**

Only those students who have completed ALL requirements for graduation are allowed to participate in Commencement. Grades will be checked prior to Commencement to ensure that all requirements have been met. All students who enter Kingston High School are required to complete all graduation requirements set by the State of Missouri and the Kingston K-14 School District Board of Education. If a student started high school at a school with different graduation requirements, the district will provide a course plan that will keep him/her on track for graduation. All outstanding fees must be paid for the student to be allowed to participate in the graduation ceremony. Graduation requirements and grading scales for a student with a disability may be determined according to the student's Individualized Education Program (IEP). Graduation requirements for foster care students will be modified or waived in accordance with law and Board policy. Refer to the course syllabus for classes denoted as weighted.

## **Graduation Requirements**

Graduation requirements will be determined based upon a student's grade level and year entry into the high school. An individual grade plan will be developed for each student in cooperation with the school counselor. The number of credits required to graduate from Kingston High School is 25.

### **Credit Requirement by Subject**

<b>Subject</b>	<b>Credits</b>	<b>Required Courses/ Exams</b>	<b>Subject</b>	<b>Credits</b>
Math	3.0	Integrated Math I or Higher Algebra/ EOC Exam	Practical Arts	1.0
Social Studies	3.0	(1) American History (1) World History (1) Government/ EOC Exam MO and US Constitution Test	Fine Arts	1.0
Science	3.0	(1) Earth and Space (1) Physical Science (1) Biology/ EOC Exam	Personal Finance	0.5
Physical Education	1.0	P.E. Lifetime Sports Body Conditioning	Health	0.5
English	4.0	English EOC	Electives	8.0

To be considered for promotion, you must have completed:

<b>Sophomore</b>	6 credits	2 semesters
<b>Junior</b>	12 credits	4 semesters
<b>Senior</b>	18 credits	6 semesters
<b>Total: 25 credits</b>		

<b>Grading Scale</b>				
A 100-95	B+ 89-87	C+ 79-77	D+ 69-67	F 59-0
A- 94-90	B: 86-83	C 76-73	D 66-63	
		C- 72-70	D- 62-60	

### **GPA Calculation – Numerical Values**

<u>Non-Weighted</u>				<u>Weighted</u>			
A	4.0	C	2.0	A	4.5	C	2.5
A-	3.667	C-	1.671	A-	4.167	C-	2.171
B+	3.333	D+	1.338	B+	3.833	D+	1.838
B	3.0	D	1.0	B	3.5	D	1.505
B-	2.667	D-	0.662	B-	3.166	D-	1.162
C+	2.337	F	0.0	C+	2.838	F	0.0

## **PRINCIPAL’S HONOR ROLL**

Students with a grade point average of 3.85 and all grades higher than a “C-” are recognized each semester. Grade point average is used to determine the honor roll. Students participating in alternative programs may not be eligible for the principal's honor roll.

## **HONOR ROLL**

Students with a grade point average of 3.200 and all grades higher than a “C-” are recognized each semester. Grade point average is used to determine the honor roll. Students participating in alternative programs may not be eligible for honor roll.

## **HUMAN SEXUALITY INSTRUCTION**

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

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



- C. Present students with the latest medically factual information regarding both the possible side effects and health benefits of all forms of contraception, including the success and failure rates for the prevention of pregnancy and sexually transmitted diseases, or present students with information on contraceptives and pregnancy in a manner consistent with the provisions of federal abstinence education law.
- D. Include a discussion of the possible emotional and psychological consequences of preadolescent and adolescent sexual activity and the consequences of adolescent pregnancy, as well as the advantages of adoption, including the adoption of special needs children, and the processes involved in making an adoption plan.
- E. Teach skills of conflict management, personal responsibility and positive self-esteem through discussion and role playing at appropriate grade levels to emphasize that the student has the power to control personal behavior. Students shall be encouraged to base their actions on reasoning, self-discipline, sense of responsibility, self-control and ethical considerations, such as respect for one's self and others. Students shall be taught not to make unwanted physical and verbal sexual advances or otherwise exploit another person. Students shall be taught to resist unwanted sexual advances and other negative peer pressure.
- F. Advise students of the laws pertaining to their financial responsibility to children born in and out of wedlock and advise students of the provisions of Missouri law pertaining to statutory rape and statutory sodomy.
- G. Teach students about the characteristics of and ways to identify sexual predators.
- H. Teach students safe and responsible Internet use, including the dangers of online sexual predators, when using electronic communication methods such as the Internet, mobile phones, text messages, chat rooms, social media, email and instant messaging.
- I. Instill in students the importance of having open communication with responsible adults, reporting any inappropriate situation, activity or abuse to a responsible adult and, depending on intent and content, to local law enforcement, the Federal Bureau of Investigation (FBI) or the National Center for Missing and Exploited Children's "CyberTipline."
- J. Explain the potential consequences, both personal and legal, of inappropriate text messaging and sexting, even among friends.

The district will not permit a person or entity to offer, sponsor or furnish in any manner any course materials or instruction relating to human sexuality or sexually transmitted diseases to its students if the person or entity is a provider of abortion services. District personnel or district agents will not encourage students to have an abortion. Students may be separated by gender for human sexuality instruction. Instruction in human sexuality is to be appropriate to the age of the students receiving such instruction.

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

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

## **INCLEMENT WEATHER**

During inclement weather, school closings will be announced on the radio stations: KTJJ (FM 98.5), and KFMO (AM 1240) as early as the decision to cancel school is made. In addition to the radio announcements, Channels 2, 4 and 5 will broadcast our school closings. Parents or students should obtain the needed information from these forms of media only instead of contacting administration, teachers, or other faculty members.

## **Blackboard Connect Notification System**

Keeping you informed is a top priority at Kingston K-14 School District. That's why we have adopted the Blackboard Connect Notification Service which will allow us to send a telephone, text or email message to you providing important information about school events or emergencies. **We anticipate using this system to notify you of your students attendance status, daily absences, school delays or cancellations due to inclement weather, as well as remind you about various events, including report card distribution, open house, field trips, and more.** In the event of an emergency at school, you can have peace of mind knowing that you will be informed immediately by phone, text, or email.

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

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

## **INSURANCE**

The school contracts with a reputable company to cover those students who wish to purchase accident insurance coverage. It is the recommendation of the administration that any student in extra-curricular activities, shop, technical school, or one who would be taking out-of-town trips representing the school have adequate insurance coverage.

## **MO HealthNet**

Does your child need health care coverage? MO HealthNet for Kids may be the answer. MO HealthNet for Kids is a program that provides healthcare coverage for children under age 19 whose family income falls within certain guidelines.

## Who Is Eligible?

A child:

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

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

## **LEAVING SCHOOL**

Students may only leave school with the permission of the building administrator. ***Students are only allowed to leave if a parent/guardian/emergency contact physically signs them out in the high school office. All the above provisions apply to all students, including students over the age of 18.***

## **LIBRARY POLICY**

The library will offer students a variety of resources which enhance their educational experience. The use of the library is a privilege and must have restrictions that ensure materials will continue to be available to all patrons. Privileges carry responsibilities, which include proper care and timely return of materials. Library privileges shall be defined as checking out library materials and use of the computers. Library privileges may be revoked until library debts incurred as a result of lost or damaged materials are cleared by the appropriate library personnel. Transcripts, grades, high school diplomas, or permission slips will not be issued/granted until payment of materials is made.

## **LOCKERS**

All lockers are the property of the Kingston K-14 School District and may be checked periodically by school personnel. Lockers are made available to students for students' convenience. Students will be assigned a locker for books and personal belongings. Students are only allowed to change lockers with office approval. Make sure the lock is locked every time the door is closed. If at any time you have trouble with the lock on your locker, see the office and the principal will try to settle the matter. The school is not responsible for lost or stolen articles. All missing items should be reported immediately to your teacher. Signs, stickers or other items are not permitted on the exterior of the locker door without principal approval. Students are not allowed to store food and drinks in their locker due to health concerns and allergies of other students.

## **LUNCH: Food Services Section**

**Kingston K-14 will be participating in the Nationwide Waiver to Allow the Seamless Summer Option through School Year 2021-2022. By participation in this program, every child that is enrolled in our district will receive a free breakfast and a free lunch meal daily.** If a child brings their lunch and only takes milk the cost will be 40 cents. If your child wishes to purchase an extra milk with their tray the cost is 40 cents. Only full meals are reimbursable. **If your child wishes to purchase any extras or a second tray they must have money in their meal account or pay cash.**

### **Meal Application**

No meal applications will be required for the 2021-2022 school year.

### **Breakfast and Lunch**

Kingston K-14 School District utilizes a computerized lunch/breakfast program. All students will be required to tell the cashier their 4 digit pin number and the cashier will enter it for them. The following are important points of information. Each student will receive a Lunch ID pin number for their food service account. This code is to be treated as confidential. Students caught using another student's Lunch ID pin # will be disciplined accordingly. If you have any questions concerning your students lunch account, you may contact the Food Service Director at (573)438-4982 ext. 892. Parents may receive a detailed copy of their student's lunch account history at any time during the school year.

VISITOR MEALS				
Visitor Meals	CHILD	ADULT		
BREAKFAST	\$ 2.60	\$ 2.60		
LUNCH	\$ 3.90	\$ 3.90		
BOTH MEALS	\$6.50	\$ 6.50		
MILK				
	1 EACH	5 EACH	10 EACH	30 EACH
EXTRA MILK	\$ 0.40	\$ 2.00	\$ 4.00	\$ 12.00

## **Lunch Periods**

All lunch periods are closed and students are to remain on campus. Students are to stay out of academic areas, including corridors and the gymnasium, for the duration of their lunch period. The designated waiting area includes only the commons area. It is essential that you do not disturb any classes on your way to and from the cafeteria or at any time during your lunch period. The following rules shall be followed by each student:

- Talk quietly and walk without pushing while going to and from the cafeteria.
- When lining up for lunch, form a single file line, do not “jump” line.
- Do not ask others to buy items for you when they are already in line.
- Cooperate with cafeteria supervisors when you are asked for help.
- All students are responsible for the cleanup of their table. All trays, dishes, and utensils must be thrown into the waste containers at the end of your lunch period.

## **Meal Substitutions for Medical or Special Dietary Reasons**

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

## **In Cases of Food Allergy**

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

## **Medical Statement for Children with Special Dietary Needs**

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

The medical statement must include:

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

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

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

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

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) of found at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call 866-632-9992.

Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: 202-690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

## **MAKE UP WORK AND/OR TESTS**

Students with absences are allowed to complete any work missed during the period of absence by following these procedures:

1. Advanced assignments are those that are assigned at least ten school days in advance. If a student is absent on the day the assignment is due, the assignment will be due at the time the student returns to school.
2. Regular assignments are those normally due the next day or within the next few days. A student shall have additional time, equal to the amount of time he/she was absent, to turn in these assignments. Assignments turned in later than this may have credit reduced or may not be accepted at all by the teacher. It is the student's responsibility to find out what he/she missed when absent and make arrangements for turning in work to a teacher.
3. If a student misses a major test, it may be made up on the day the student returns to school if the student chooses, or the student may have additional time equal to the time he/she was absent from school to make up the test. However, if a test date was designated by the teacher prior to the absence and no preparatory work, class discussion, or lecture material was missed by the student, he/she will be expected to take the test on the day of return. Short, unannounced "pop" quizzes of fifteen points or less may not be made up if the student is absent.
4. Students absent due to confirmed truancy or suspension will be unexcused and assignments and tests will not be made up. Any student absent during semester final examinations must have a written doctor's excuse to make up the examination.
5. Students must ask for extra assignments to redeem participation points.

## **MEDICAL AND HEALTH**

- Students must have a hall pass to visit the nurse.
- A nurse is available to care for students.
- The nurse or office personnel may contact the parent/guardian or emergency contacts if a student needs to go home due to illness or injury. *The student will be given an excused absence for that day only.*
- Children are not allowed on school grounds with communicable diseases. Students with skin rashes of any kind or abnormal body temperatures of 100+ degrees should not attend school. A doctor's note of explanation should accompany students in exceptions. Students should have a normal temperature (without medication) and be diarrhea and vomiting free for 24 hours before returning to school.
- Students who come to school with an injury (stitches, broken bones, cast, crutches, etc.) should report to the nurse upon arriving at school. Documenting and monitoring the condition of such injuries is critical to the welfare of an injured child.
- Students are responsible for reporting to the nurse for doses of medication as required by the prescription. Permission is required, but a nurse pass is not required because students return directly to class.
- If substitutions need to be made in the regular school menu due to an allergy or special health condition, a special form of request authorizing such substitutions must be completed by a

physician and returned to school. The appropriate form is available from the nurse, office or Dietary Supervisor.

- Procedures for control of infection are posted in the classrooms and are available from the nurse upon request. Parent(s)/guardian(s) are urged to stress the need for hand washing and good hygiene by all family members. Washing hands and good hygiene are the very best ways of preventing the spread of disease and infections. Children are expected to come to school with clean bodies, clean hair, clean hands and fingernails, and clean clothes.
- **Students with an allergy to food**, insect bites and stings should have medication, ordered by a physician, at school so it will be available for such times. Written instructions should be included with the medication.
- Students with asthma must have an asthma action plan on file in the nurse's office. These forms can be picked up from the nurse and must be filled out by a physician and returned to the school before medication can be administered.

## **Health Assessments**

The school nurse shall provide assessment in the following areas:

1. General Health – K-5
2. Vision and Hearing – screening should be conducted on every child in K-3, 5, 7, 9, 11
3. Growth and Development – K-5, 7, 9, 11
4. Cardiovascular – conduct blood pressure screenings for 11<sup>th</sup> grade students annually
5. Dental screening – conduct dental inspections on students referred for dental problems, etc.

## **Medications**

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

### **1. Prescription Medication**

- A. A written and signed request of permission from the parent(s)/guardian(s) to give medication as ordered before the district will administer to a student regardless of age if required. The prescription label will be considered the equivalent of a prescriber's written direction, and a separate document is not needed.
- B. **The FIRST dose on any prescription must be given at home, so as to lessen the chances of an allergic reaction.**
- C. The parent(s)/guardian(s) will supply the medication in a properly labeled container from the pharmacy with the child's name on it and only the doses to be given at school. Include any special instructions (take with food, refrigerate, etc.). MEDICATIONS MUST BE



DELIVERED TO SCHOOL BY THE STUDENT'S PARENT/GUARDIAN. STUDENTS ARE PROHIBITED FROM TRANSPORTING MEDICATIONS ON SCHOOL BUSES, though they may take an empty medication container home.

- D. When a student has taken medication at school for more than a month and a physician decides this is no longer necessary, parents are encouraged to notify the school in writing so as not to be found negligent. A statement from the physician is also advisable. Parent(s)/guardian(s) may need to request the statement for the school.

## **2. Over-the-Counter Medication**

- A. The parent/guardian must complete a permission form in order for ALL/ANY OVER-THE-COUNTER medications to be given to a student. **This includes any type of diet pill or performance enhancing supplement.** The form indicates how much and how often the medication is to be given. The form must be completed in order for medication to be given.
  - B. ALL Over-the-Counter medications must be provided by the parent or guardian. **This includes any type of diet pill or performance enhancing supplement.** Medication will be provided by the parent. The medication must be in the original manufacturer's labeled container. All medications should be brought to school by a parent/guardian and clearly marked with the child's name and directions for administration.
- 3. Emergency Medications must also meet the preceding requirements. In addition, specific written instructions must be provided as to when and under what circumstances the medication is to be given. This must be provided annually. (Same proceedings as above (1)).
  - 4. If a physician recommends that an individual student should assume responsibility for his/her own medication, for whatever reason, the physician must provide the school written notice. The parent(s)/guardian(s) must also provide a written request and notice that the school complies with the physician's request and should also provide medication properly labeled.
  - 5. Inhalers may be carried only with written authorization from a physician and parent(s)/guardian(s). This must be provided annually. The inhalers may only be carried with the knowledge of school personnel and the student's bus driver. Students using inhalers must report any possession and/or usage to the nurse for documentation and monitoring of student health conditions.
  - 6. All medications given will be documented according to state statute as required by the Nurse Practice Act, Chapter 335, RSMO. This authorization must be provided annually.

## **Emergency Medications**

All student-occupied buildings in this district are equipped with prefilled epinephrine auto syringes and asthma-related rescue medications. The school nurse or another employee trained and supervised by the school nurse may administer these medications when they believe, based on training, that a student is having a life-threatening anaphylactic reaction or life-threatening asthma episode. A prescription or written permission from a parent/guardian is unnecessary to administer this medication in an emergency situation.

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

The school principal or designee will maintain a list of students who are ineligible, according to their parents/guardians, to receive epinephrine or asthma-related rescue medications. A current copy of the list will be kept with the devices at all times.

This revised policy has been developed with advice from the Missouri School Board Association, Missouri State Board of Nursing, and Missouri Department of Elementary and Secondary Education. Parent(s)/guardian(s) are asked to fully comply with medication policies for the safety and welfare of each and every student in the Kingston K-14 School District.

## 2021-2022 Missouri School Immunization Requirements

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

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

- Last dose on or after the fourth birthday and the last dose of pediatric pertussis before the seventh birthday.  
**Maximum needed:** six doses.
- 8-12 Grades: Tdap, which contains pertussis vaccine, is required.
- Grade 8-11: One dose of MCV is required. Dose must be given after 10 years of age.  
Grade 12: Two doses of MCV are required unless the first dose was administered to a student who was 16 years of age or older, in which case only one dose is required. At least one dose must be given after 16 years of age.
- Kindergarten-11 Grade: Last dose must be administered on or after the fourth birthday. The interval between the next-to-last and last dose should be at least six months.  
Grade 12: Last dose on or after the fourth birthday. Any combination of four doses of IPV and OPV constitutes a complete series. **Maximum needed:** four doses.
- First dose must be given on or after twelve months of age.
- There must be at least four weeks between dose one and two; at least 8 weeks between dose two and three; at least 16 weeks between doses one and three and final dose must be given no earlier than 24 weeks of age.
- First dose must be given on or after twelve months of age.  
Kindergarten-11 Grade: As satisfactory evidence of disease, a licensed health care provider may sign and place on file with the school a written statement documenting the month and year of previous varicella (chickenpox) disease.  
Grades 12: As satisfactory evidence of disease, a parent/guardian or MD or DO may sign and place on file with the school a written statement documenting the month and year of previous varicella (chickenpox) disease.



## **Head Lice**

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

Parents, students, and the school should be working as a team before and after head lice are found.

### **Parent:**

- The parent educates their child/children about precautions to take to help prevent an infestation of head lice.
- The parent checks children's heads often and notifies the school of an infestation.
- The parent monitors and supervises the frequent shampooing and daily combing of their child/children's hair.
- The parent removes all nits (eggs).
- The parent treats the infestation of head lice quickly and vigorously!
- The parent treats all bedclothes, furniture, coats, clothes, etc. Everything!

### **Student:**

- The student should frequently shampoo his/her hair.
- The student should comb his/her hair to the scalp on a daily basis.
- The student should be aware of the symptoms of head lice.
- The student should have a parent check his/her head often.
- The student should only wear his or her own cap or other hair/head items, and use only combs/brushes that belong to him/her.

### **School:**

The school educates students and parents about head lice. This includes:

- what head lice are how they are contracted
- how they are spread
- how to treat them
- how to prevent their recurrence

In keeping with the Kingston K-14 School District's policy of avoiding the unnecessary exclusion of students from school, the district will not exclude otherwise healthy students from school due to nit infestations. Students with head lice infestations will be excluded from school only to the minimum extent necessary for treatment. To avoid the unnecessary exclusion of students from school, the administration provides the following procedure:

1. Schools will not perform routine schoolwide head lice screening. However, should multiple cases be reported, the nurse will identify the population of students most likely to have been exposed and arrange to have that population of students examined.
2. If the school nurse or teacher discovers head lice or nits on a student, the parent/guardian of that student will be notified, and other students who reside with the infected student will also be checked.
3. The school nurse will instruct the parent/guardian concerning various shampoos, sprays and other appropriate treatments that can be purchased to eliminate head lice or nits and will also give information concerning necessary procedures to be taken in the home to ensure that the head lice are eliminated.
4. If the student was infected with live head lice, the student should remain off campus for 24 hours after the discovery of the head lice to allow for treatment.
5. When a student who had a live head lice infestation returns to school, the student will be examined by the school nurse. If live head lice are found at that time, the parent/guardian will again be called and reinstructed concerning treatment. The student will be excluded from school for 24 hours to allow for additional treatment. This process will continue until the student is free of head lice.
6. A student who was identified as having nits but not a live head lice infestation will be re-examined within five calendar days of the initial identification. If this examination reveals nits are still present, the parent/guardian will again be instructed on treatment options. This process will repeat until the student is free of nits.
7. The school nurse will keep accurate and confidential records of students infected with head lice or nits.
8. If it appears the parent/guardian of an infested student is failing to secure timely treatment for the infestation after having been given notice of the existence of head lice or nits in accordance with these procedures, the nurse will notify the school principal, who may report the matter to the Children's Division (CD) of the Department of Social Services.
9. The school nurse will develop education programs regarding the diagnosis, treatment and prevention of head lice for staff, students, parents and the community.

We must all work together! Please do not be embarrassed if a member of your household contracts head lice. It is not a reflection of who we are as people. Your cooperation is essential to preventing the spread of the head lice problem.

Head lice are difficult to remove from hair follicles. They are “glued” to the hair shaft when laid. If you are not sure whether lice or eggs are present, check with your physician, health department representative, or the school nurse.

WHEN HEAD LICE ARE FOUND, PLEASE NOTIFY THE SCHOOL IMMEDIATELY! THE SCHOOL WILL CHECK THE CLASS AND RECOMMEND TREATMENT TO THOSE IN NEED. THANK YOU.

## **MISSOURI SCHOLARS 100 PROGRAM**

Missouri Scholars 100 is a program sponsored by the Missouri Association of Secondary School Principals. The selection is based primarily on a formula using the student's grade point average and ACT or SAT score. Each student nominated had to first meet criteria of an "Academic Decathlon," which included ten events designed to assure the academic strength of the student. To meet the decathlon requirements, the student must have a minimum GPA of 3.750, a minimum ACT score of 29 or a minimum SAT score of 1,900, be ranked in the upper ten percent of the class, and have taken upper level courses in Mathematics, Science, English, and Foreign Language. The student must also have excellent attendance, be an exemplary school citizen, and be involved in the school activity program.

### **NO CREDIT (NC)**

This designation is placed on those students' report cards who fail to gain credit for a course(s) due to excessive absenteeism. Students who earn a NC designation will have to repeat the course in the classroom and are ineligible for credit recovery for those courses.

## **NONDISCRIMINATION AND STUDENT RIGHTS**

### **HARASSMENT--DEFINITIONS AND EXAMPLES**

#### **Sexual Harassment**

For purposes of this Regulation, sexual harassment of a student consists of sexual advances, requests for sexual favors, sexually-motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

1. A school employee causes a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity, or when an employee or third-party agent of the District causes a student to believe that the employee will make an educational decision based on whether or not the student submits to unwelcome sexual conduct; or
2. When the unwelcome sexual conduct of a school employee or classmate is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment.

Examples of conduct which may constitute sexual harassment include:

- sexual advances;
- touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;

- coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
- coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another;
- graffiti of a sexual nature;
- sexual gestures;
- sexual or dirty jokes;
- touching oneself sexually or talking about one's sexual activity in front of others;
- spreading rumors about or rating other students as to sexual activity or performance;
- unwelcome, sexually-motivated or inappropriate patting, pinching, or physical contact. This prohibition excludes legitimate, non-sexual physical conduct such as the use of necessary restraints to avoid physical harm to persons or property, or conduct such as a teacher's consoling hug of a young student, or one student's demonstration of a sports move requiring contact with another student. (NOTE: Where the perpetrator is an adult and the victim is a student, welcomeness is generally not relevant.)
- other unwelcome sexual behavior or words, including demands for sexual favors, when accompanied by implied or overt threats concerning an individual's educational status or implied or overt promises of preferential treatment.

## **Harassment Because of Race or Color**

For purposes of this Regulation, racial harassment of a student consists of verbal or physical conduct relating to an individual's race or color when:

1. The harassing conduct is sufficiently severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of race or color include:

- graffiti containing racially-offensive language;
- name-calling, jokes, or rumors;
- threatening or intimidating conduct directed at another because of the other's race or color;
- notes or cartoons;
- racial slurs, negative stereotypes, and hostile acts which are based upon another's race or color;
- written or graphic material containing racial comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race or color;

- other kinds of aggressive conduct such as theft or damage to property which is motivated by race or color.

## **Harassment Based Upon National Origin or Ethnicity**

For purposes of this Regulation, ethnic or national origin harassment of a student consists of verbal or physical conduct relating to an individual's ethnicity or country of origin or the country of origin of the individual's parents, family members, or ancestors when:

1. The harassing conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of national origin or ethnicity include:

- graffiti containing offensive language which is derogatory to others because of their national origin or ethnicity;
- jokes, name-calling, or rumors based upon an individual's national origin or ethnicity;
- ethnic slurs, negative stereotypes, and hostile acts which are based upon another's national origin or ethnicity;
- written or graphic material containing ethnic comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, ethnicity or national origin;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by national origin or ethnicity.

## **Harassment Because of Disability**

For the purposes of this Regulation, harassment because of the disability of a student consists of verbal or physical conduct relating to an individual's physical or mental impairment when:

1. The harassing conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or



3. The harassing conduct otherwise adversely and substantially affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of disability include:

- graffiti containing offensive language which is derogatory to others because of their physical or mental disability;
- threatening or intimidating conduct directed at another because of the other's physical or mental disability;
- jokes, rumors, or name-calling based upon an individual's physical or mental disability;
- slurs, negative stereotypes, and hostile acts which are based upon another's physical or mental disability;
- graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, an individual's physical or mental disability;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by an individual's physical or mental disability.

## **Harassment Because of Gender**

For purposes of this Regulation, gender harassment of a student consists of verbal or physical conduct relating to an individual's gender when:

1. The harassing conduct is sufficiently persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment; or
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of gender include:

- graffiti containing offensive language;
- name-calling, jokes, or rumors;
- threatening or intimidating conduct directed at another because of the other's gender;
- notes or cartoons;
- slurs, negative stereotypes, and hostile acts which are based upon another's gender;
- written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;

- a physical act of aggression or assault upon another because of, or in a manner reasonably related to gender;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by gender.

## **Harassment Because of Sexual Orientation or Perceived Sexual Orientation**

For purposes of this Regulation, harassment of a student because of sexual orientation or perceived sexual orientation consists of verbal or physical conduct relating to an individual's sexual orientation or perceived sexual orientation when:

1. The harassing conduct is sufficiently persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment; or
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of sexual orientation or perceived sexual orientation include:

- graffiti containing offensive language;
- name-calling, jokes, or rumors;
- threatening or intimidating conduct directed at another because of the other's sexual orientation or perceived sexual orientation;
- notes or cartoons;
- slurs, negative stereotypes, and hostile acts which are based upon another's sexual orientation or perceived sexual orientation;
- written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, sexual orientation or perceived sexual orientation;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by sexual orientation or perceived sexual orientation.

## **Reporting and Procedures**

The following procedures are applicable to any student who believes he or she has been the victim of sexual harassment or harassment/discrimination based on race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation by a student, teacher, administrator, or other school personnel of the School District, or by any other person who is participating in, observing,

or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the School District.

Such individuals are encouraged to immediately report the alleged acts to an appropriate District official designated by this Regulation.

Any teacher, administrator, or other school official who has or receives notice that a student has or may have been the victim of unlawful discrimination, sexual harassment or harassment based on race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation by a student, teacher, administrator, or other school personnel of the District, or by any other person who is participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the District, is required to immediately report the alleged acts to an appropriate District official designated by this Regulation.

Any other person with knowledge or belief that a student has or may have been the victim of unlawful discrimination, sexual harassment or harassment based on race, sex color, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation as set forth above, is encouraged to immediately report the alleged acts to an appropriate District official designated by this Regulation.

The School District encourages the reporting party or complainant to use the report form available from the principal of each building or available from the School District office, but oral reports shall be considered complaints as well. Use of formal reporting forms is not mandated. Nothing in this Regulation shall prevent any person from reporting harassment directly to the Compliance Officer or to the Superintendent. The District will respond to male and female students' complaints of discrimination and harassment promptly, appropriately, and with the same degree of seriousness.

1. In each school building, the building principal is the person responsible for receiving oral or written reports of discrimination, sexual harassment, or harassment based on race, sex, color, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation at the building level. Any adult School District personnel who receives a report of discrimination, sexual harassment, or harassment based on race, sex, color, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation shall inform the building principal immediately.

Upon receipt of a report, the principal must notify the District Compliance Officer immediately, without screening or investigating the report. The principal may request a written complaint. If the report was given verbally, the principal shall personally reduce it to written form and forward it to the Compliance Officer within twenty-four (24) hours. Failure to forward any harassment report or complaint as provided herein will result in disciplinary action against the principal.

If the complaint involves the building principal, the complaint shall be made or filed directly with the Superintendent or the School District Compliance Officer by the reporting party or the complainant.

2. The School Board has designated Special Education Director as the District Compliance Officer with responsibility to identify, prevent, and remedy unlawful discrimination and harassment. The District Compliance Officer shall:
  - receive reports or complaints of unlawful discrimination, sexual harassment, or harassment based on race, sex, color, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation;
  - oversee the investigative process;
  - be responsible for assessing the training needs of the District's staff and students in connection with the dissemination, comprehension, and compliance with this Regulation;
  - arrange for necessary training required for compliance with this Regulation; and
  - insure that any investigation is conducted by an impartial investigator who has been trained in the requirements of equal educational opportunity, including harassment, and who is able to apply procedural and substantive standards which are necessary and applicable to identify unlawful harassment, recommend appropriate discipline and remedies when harassment is found, and take other appropriate action to rectify the damaging effects of any prohibited discrimination, including interim protection of the victim during the course of the investigation.
  - If any complaint involves a Compliance Officer, the complaint shall be filed directly with the Superintendent.
  - The District shall conspicuously post a notice against unlawful discrimination and harassment in each school in a place accessible to students, faculty, administrators, employees, parents, and members of the public. This notice shall include the name, mailing address, and telephone number of the Compliance Officer; the name, mailing address, and telephone number of the Missouri Commission for Human Rights, the state agency responsible for investigating allegations of discrimination in educational opportunities; and the mailing address and telephone number of the United States Department of Education, Office for Civil Rights, and the United States Department of Justice.
3. A copy of Policy 2130 shall appear in the student handbook, and this Regulation shall be made available upon request of parents, students, and other interested parties.
4. The School Board will develop a method of discussing this Regulation with students and employees. Training on the requirements of nondiscrimination and the appropriate responses to issues of harassment will be provided to all school personnel on an annual basis, and at such other times as the Board in consultation with the District Compliance Officer determines is necessary or appropriate.
5. This Regulation shall be reviewed at least annually for compliance with state and federal law.
6. The District will respect the privacy of the complainant, the individuals against whom the complaint is filed, and the witnesses as much as possible, consistent with the District's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

## **Investigation**

Upon receipt of a report or complaint alleging unlawful discrimination, sexual harassment, or harassment based upon race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation, the Compliance Officer shall immediately undertake or authorize an investigation. That investigation may be conducted by District officials or by a third party designated by the District.

The investigation may consist of personal interviews with the complainant, the individual against whom the complaint is filed, and others who have knowledge of the alleged incident or circumstances giving rise to the complaint. The investigation may also consist of the evaluation of any other information or documents, which may be relevant to the particular allegations.

In determining whether the alleged conduct constitutes a violation of this Regulation, the District shall consider:

- the nature of the behavior;
- victim's statements;
- how often the conduct occurred;
- mandatory written witness statements or interview summaries;
- whether there were past incidents or past continuing patterns of behavior;
- opportunity for the complainant to present witnesses and provide evidence;
- evaluation of all relevant information and documentation relating to the complaint of discrimination or harassment;
- the relationship between the parties involved;
- the race, color, sex, national origin, age, ethnicity, disability, sexual orientation or perceived sexual orientation of the victim;
- the identity of the perpetrator, including whether the perpetrator was in a position of power over the student allegedly subjected to harassment;
- the number of alleged harassers;
- the age of the alleged harassers;
- where the harassment occurred;
- whether there have been other incidents in the school involving the same or other students;
- whether the conduct adversely affected the student's education or educational environment;
- the context in which the alleged incidents occurred.

Whether a particular action or incident constitutes a violation of this Regulation requires a determination based on all the facts surrounding the circumstances.

The investigation shall be completed and a written report given to the Superintendent no later than fifteen (15) days from receipt of the complaint. If the complaint involves the Superintendent, the written report may be filed directly with the School Board. The written report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this Regulation. The Compliance Officer's obligation to conduct this investigation shall not be

extinguished by the fact that a criminal investigation involving the same or similar allegations is also pending or has been concluded.

## **School District Response**

1. Upon receipt of a report that a violation has occurred, the District will, within 5 days, take appropriate formal or informal action to address, and where appropriate, remediate the violation. Appropriate actions may include, but are not limited to, counseling, awareness training, parent-teacher conferences, warning, suspension, exclusion, expulsion, transfer, remediation, or discharge. District action taken for violation of this Regulation shall be consistent with the requirements of applicable collective bargaining agreements, state and federal law, and District policies for violations of a similar nature of similar degree of severity. In determining what is an appropriate response to a finding that harassment in violation of this Regulation has occurred, the District shall consider:
  - what response is most likely to end any ongoing harassment;
  - whether a particular response is likely to deter similar future conduct by the harasser or others;
  - the amount and kind of harm suffered by the victim of the harassment;
  - the identity of the party who engaged in the harassing conduct.
  - whether the harassment was engaged in by school personnel, and if so, the District will also consider how it can best remediate the effects of the harassment.

In the event that the evidence suggests that the harassment at issue is also a crime in violation of a Missouri criminal statute, the Board shall also direct the District Compliance Officer to report the results of the investigation to the appropriate law enforcement agency charged with responsibility for handling such crimes.

2. The results of the District's investigation of each complaint filed under these procedures will be reported in writing to the complainant and other parties by the District within 10 days of the Compliance Officer's receipt of the complaint, in accordance with state and federal laws regarding data or records privacy, and consistent with the privacy rights of the alleged harasser.
3. If the District's evaluation of a complaint of harassment results in a conclusion that a school employee has engaged in unlawful discrimination or harassment in violation of this Regulation, or that a school employee(s) has failed to report harassment as required herein, that individual may appeal this determination by presenting a written appeal within 10 school days of receiving notice of the District's conclusion, by use of established School Board procedures for appealing other adverse personnel actions. (See personnel handbooks.)
4. If the District's evaluation of a complaint of harassment results in a conclusion that no unlawful harassment has occurred, an individual who was allegedly subjected to harassment and believes that this conclusion is erroneous may appeal this determination by presenting a written appeal to the Superintendent within 10 school days of receiving notice of the District's conclusion. The grievant may request a meeting with the Superintendent or his/her designee. The Superintendent or his/her designee has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Superintendent or his/her designee within 10 working days after receiving the written appeal.
5. If the complainant believes the Superintendent has not adequately or appropriately addressed the appeal, he or she may present a written appeal to the President of the Board of Education within ten (10) working days after the grievant receives the report from the Superintendent. The

grievant may request a meeting with the Board of Education. The Board of Education has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Board of Education at their next regularly scheduled meeting or no later than 45 calendar days from the District's receipt of the complainant's appeal to the Board. The grievant will be notified in writing of the decision within 5 working days after the Board of Education meeting.

6. An individual who was allegedly subjected to unlawful discrimination or harassment may also file a complaint with the Missouri Commission for Human Rights, the United States Department of Education, Office for Civil Rights, or the United States Department of Justice. In addition, such individuals may choose to file suit in the United States District Court or the State Circuit Court.
7. Copies of all complaints of harassment and the investigations conducted pursuant to them shall be maintained at the main administrative offices of the School District.

## **Retaliation**

Submission of a good faith complaint or report of unlawful discrimination, sexual harassment, or harassment based upon race, sex, color, disability, national origin, age, ethnicity, or sexual orientation has zero affect toward the complainant or reporter's future employment, grades, learning, or working environment, or work assignments.

The School District will discipline or take appropriate action against any student, teacher, administrator, or other school personnel who retaliates against any person who reports an incident of alleged harassment/discrimination, sexual, racial, ethnic, sexual orientation discrimination, disability-related harassment or violence, or any person who testifies, assists, or participates in a proceeding, investigation, or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

Board adopted August 20, 2009

Board Revised August 18, 2011

## **PERFECT ATTENDANCE**

Perfect attendance certificates will be awarded to those students who have achieved zero periods of absence. Students participating in alternative programs may not earn a school year perfect attendance certificate.

## **PROFESSIONAL LEARNING COMMUNITY (PLC)**

In order to increase student achievement, the Kingston K-14 School Board of Education approved the implementation of the PLC model of school improvement. As a PLC school, the staff at Kingston will use data-driven decisions to bring about greater student learning. The following are components of the Kingston JR/SR HS PLC: academic support, advisory, mentoring, loss of privileges, tutorial time, and

other available resources. We provide our students with 29 minutes daily where the aforementioned academic services are offered. Students are given opportunities to access school resources, such as the computer lab, the library, the gymnasium, and academic support teachers. Occasionally, every student will meet with their advisory group, where they will have a greater chance to interact with a classroom teacher. Teachers conduct an academic support program during this time for students who are failing in those subject areas. Loss of privileges is reserved during this time for those students who have been assigned to detention. These students will serve their 29-minute PLC time in a loss of privilege area separate from the rest of the student body.

## **PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION**

### **(Notice of Nondiscrimination) AC-AF1**

#### **General**

The Kingston K-14 School District Board of Education is committed to maintaining a workplace and education environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law in its programs, activities or in employment. The Board also prohibits retaliatory actions against those who report or participate in the investigation of prohibited discrimination or harassment. The Kingston K-14 School District is an equal opportunity employer.

#### **Facilities**

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

#### **School Nutrition Programs**

No person shall, on the basis of race, color, national origin, sex, age or disability, be excluded from participation in, be denied benefits of or otherwise be subject to discrimination under a school nutrition program for which the district receives federal financial assistance from the U.S. Department of Agriculture (USDA) Food and Nutrition Services. School nutrition programs include the National School Lunch Program, the Special Milk Program, the School Breakfast Program and the Summer Food Service Program.

#### **Individuals with Disabilities**

The district will identify, evaluate and provide a free, appropriate education to all students with disabilities in accordance with law. Anyone who knows or believes that a child may have a disability—regardless of whether the child is currently enrolled in the Kingston K-14 School District—is encouraged to contact the district's compliance officer listed below. Anyone who, because of a disability, requires an auxiliary aid or service for effective communication or requires a modification



of policies or procedures to participate in a program, service or activity should contact the compliance officer listed below as soon as possible, but no later than 48 hours before the scheduled event.

## **Reporting**

The district's nondiscrimination policy and grievance forms are located on the district's website at any district office. The following compliance officer has been designated to address inquiries, questions and grievances regarding the district's nondiscrimination policies:

Dr. Lee Ann Wallace, Superintendent of Schools  
Kingston K-14 School District  
10047 Diamond Rd  
Cadet, MO 63630  
Phone: 573-438-4982  
Fax: 573-438-8813  
[wallace.leeann@k-14.org](mailto:wallace.leeann@k-14.org)

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

Dr. Maria Boyer  
Kingston K-14 School District  
10047 Diamond Rd  
Cadet, MO 63630  
Phone: 573-438-4982  
Fax: 573-438-8813  
[boyer.maria@k-14.org](mailto:boyer.maria@k-14.org)

Inquiries may also be made to the U.S. Department of Education's Office for Civil Rights, the U.S. Equal Employment Opportunity Commission, the Missouri Commission on Human Rights, the USDA or the U.S. Department of Justice if applicable.

Office for Civil Rights  
Phone: 816-268-0550  
TDD: 800-877-8339  
E-mail: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov)  
Equal Employment Opportunity Commission  
Phone: 800-669-4000  
TTY: 800-669-6820  
E-mail: [info@eeoc.gov](mailto:info@eeoc.gov)

## **PROMOTION**

Students will normally progress annually from grade to grade when, in the judgment of the district's professional staff, it is in the best educational interest of the student involved. The final decision to promote a student rests with the school administration. The district requires remediation as a condition of promotion to the next grade level for any student identified by the district as failing to master skills and competencies established for that particular grade level. Remediation may include, but shall not be limited to, a mandatory summer school program focused on the areas of deficiency or other such alternatives conducted by the district outside the regular school day. The district may require parents or guardians of such students to commit to conduct home-based tutorial activities with their children.

- 9th Grade: Must have been promoted from an accredited junior high school or middle school.
- 10th Grade: A minimum of 6 credits cumulative, including one Freshman English credit, one Mathematics credit, one Science credit (not to include Research) and two semesters of attendance at an accredited high school.
- 11th Grade: A minimum of 12 credits cumulative, including one Sophomore English credit, two Social Studies credits, and four semesters of attendance at an accredited high school.
- 12th Grade: A minimum of 18 credits cumulative and six semesters of attendance at a high school.

**\*\*25 credits in the appropriate subjects are required for graduation.**

The district will assist students so that they progress academically in accordance with their capabilities. While provisions for individual differences should be adequately accomplished within a grade level, it may occasionally be necessary to advance a student to the next grade. Acceleration to a higher-grade level should be approached with caution. Capable students may be so advanced, but only after thorough discussion with the student's guidance counselor and with the joint approval of the parents/guardians, the principal and the superintendent.

## **PROTECTION OF PUPIL RIGHTS**

### **Inspection**

Any parent may inspect, upon request, any instructional material used as part of the educational curriculum and all instructional materials, including teachers' manuals, films, tapes or other

supplementary material, that will be used in connection with any survey, analysis or evaluation as part of any applicable program. Further, a parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to a student. The term "instructional material" does not include academic tests or academic assessments.

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

### **Consent Required**

In accordance with law, zero students, that are part of any program wholly or partially funded by the U.S. Department of Education, shall be required to submit to a survey, analysis or evaluation (hereafter referred to as "protected information survey") that reveals any of the following information without written consent of a parent:

- A. Political affiliations or beliefs of the student or the student's parents.
- B. Mental or psychological problems of the student or the student's family.
- C. Sex behavior or attitudes.
- D. Illegal, antisocial, self-incriminating or demeaning behavior.
- E. Critical appraisals of other individuals with whom respondents have close family relationships.
- F. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers.
- G. Religious practices, affiliations or beliefs of the student or the student's parents.
- H. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

### **Notice and Opportunity to Opt Out**

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

- A. Any other protected information survey, as defined above, regardless of the funding source.
- B. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and not necessary to protect the immediate health and safety of a student, or any physical exam or screening permitted or required under state law, except for hearing, vision or scoliosis screenings.
- C. Activities involving the collection, disclosure or use of personal information obtained from students for marketing, selling or otherwise distributing information to others.

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

## **Notification of Policy and Privacy**

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

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

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

## **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 K-14 School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, 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 child with a developmental delay.

The Kingston K-14 School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Kingston K-14 School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Kingston K-14 School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed in the Special Services office, Monday through Friday, 7:30 a.m. to 3:30 p.m. and by appointment.

Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) that reside in the district. This census must be compiled by December 1 of each year. This information is treated as confidential and must include: name of the child; parent/legal guardian's name/address; birth date and age of the child; the child's disability; and the services provided to the child. If you have a child with a disability who is not attending the public school, please contact the Director of Special Education, Kingston K-14 School District, 10047 Diamond Rd, Cadet, MO 63630, 573-438-4982.

This notice will be provided in native languages as appropriate.

## **RELEASE OF STUDENT INFORMATION**

The district is required to release a student's name, address and telephone listing to military recruiters and institutions of higher education upon request. Parents or eligible students may request that the district maintain privacy refraining from the release of this information, in writing, and the district will comply with that request.

## **RENAISSANCE**

Renaissance is a proven educational enrichment program that has been customized by the Kingston school community. It's designed to empower our students and educators to re-energize our educational atmosphere, and to create and seize new opportunities for success. Renaissance inspires the acceptance and excitement for academics that's traditionally reserved for athletics. Renaissance aims to increase student performance and teacher enthusiasm, and to raise the level of community participation in schools.

## **RETENTION**

Retention may be considered when, in the judgment of the professional staff, it is in the best educational interest of the student involved. The final decision will rest with the school administration. If a student fails to attend remediation assigned as a condition of promotion, the student will be retained.

## **SAT**

Students may choose to take the SAT. This test is largely intended for students wishing to attend college outside of Missouri; however, students attending college in Missouri often take the test as a way to measure their academic prowess.

## **SCHOOL DANCES**

The number of school dances varies each year. School rules must be observed. Once a student has left a dance, reentry is prohibited. Any misbehavior or willful destruction of property may result in removal

of the student from a dance and other disciplinary actions will be taken. Alcohol, drugs, or smoking are prohibited. Invited guests are the responsibility of the student who invited them and must be signed-up and approved for attendance at the dance **five days prior** to the dance. Invited students must follow the same rules as enrolled students. Only students attending a High School dance are able to invite a guest. School administration may suspend students from extracurricular activities if rules are violated. Senior High School students may attend dances intended for their grade levels only. **If a student has ISS or OSS on the day of a dance or the Friday prior to a Saturday dance they are exempt from attending that event. For Homecoming and Prom, the building administrator will review and determine if attendance will be allowed. Discipline history, academic status, and attendance history for the current school year will be used in determining if the student will be allowed to attend.**

All students and guests attending school dances must be under the age of 21.

**In order for a student to be eligible for the Homecoming or Prom Coronation Court, he/she must meet the following stipulations:**

1. Be a member of a club, organization, athletic or activity team for Kingston High School.
2. 2.5 Cumulative GPA or higher
3. NO OSS and no more than 1 ISS assignment during the current school year; and,

## **SEXUAL HARASSMENT**

The School District is committed to providing an environment free from intimidating, hostile or offensive behavior, unwelcome sexual favors and other verbal or physical conduct or communication constituting sexual harassment. Sexual harassment by an employee, student or other person in the district against any person is prohibited. Allegation of sexual harassment shall be investigated and, if substantiated, corrective or disciplinary action taken, up to and including suspension and/or expulsion of the student or suspension and/or termination of the employee.

## **SPECIAL EDUCATION SERVICES**

Every child with a handicapping condition or disability that resides within the Kingston K-14 School District is provided a free, appropriate public education.

The district provides special programs and services to meet the individual needs of those students. Those disabilities include:

Autism, Blindness, Deaf/Blind, Deafness, Emotional Disturbance, Hearing Impairment, Specific Learning Disabilities, Multiple Disabilities, Intellectual Disability/Mental Retardation, Other Health Impaired, Orthopedic Impairments, Visual Impairment, Partial Sight, Language Impairment, Speech Impairment, Traumatic Brain Injury, and Young Child with Developmental Delay.

However, in some cases, the Kingston K-14 School District may opt to provide services in programs outside of the district.

## **SPECIAL EDUCATION DEPARTMENT SPEC ED, 504, TITLE IX**

### **Non-Discrimination of the Basis of Disability**

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

Therefore; pursuant to Public Law 93-112, Section 504 of the Rehabilitation Act of 1973 and its accompanying federal regulations, the Board declares that the school district offers all educational programs, activities and vocational opportunities provided by the district, regardless of any disabling conditions. This policy extends to students with regard to educational opportunities, and also to employees with regard to employment opportunities, and to other qualified individuals with a disability.

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

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

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

discriminated against, please contact the Director of Special Education at 573-438-4982, or at 10047 Diamond Rd., Cadet, MO 63630

## **Alleged Discrimination of the Basis of Disabling Conditions**

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

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

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

## **Grievance Procedure**

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

## **Non-Discrimination Policy Title IX**

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

## **Section 504**

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



## **1990 Civil Rights Law: American With Disabilities ACT**

The Kingston K-14 School District will provide equal access to its educational facilities and programs for individuals:

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

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

## **SPECIAL EDUCATION AND RELATED SERVICES (IGBA)**

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

### **General**

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

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

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

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

### **Students Eligible for Special Education Services under the IDEA**

The district's programs and services available to meet the needs of students with disabilities will be in accordance with applicable federal and state laws governing special education services, including the State and Local Plans for the implementation of Part B of the IDEA. However, if the State of Missouri does not receive or accept federal IDEA Part B funds, nothing in this policy shall be read to require anything, procedurally or substantively, that is not required by the governing law.

## **Students Placed in Private Schools by Their Parents**

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

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

## **Evaluation and Identification**

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

## **Independent Evaluations**

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

## **Extended School Year**

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

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

This determination will be based on consideration of the following:

1. The nature and severity of the student's disability.
2. The areas of learning crucial to the child's attainment of self-sufficiency and independence.
3. The student's progress.
4. The student's behavioral and physical needs.
5. Opportunities the student will have to practice skills outside of the classroom setting without ESY services.
6. Availability of alternative resources.

7. Areas of curriculum that need continuous attention.
8. Ability of the student's parents to provide educational structure.
9. Particular curricular or vocational needs of the student.

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

## **Mediation**

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

## **Resolution**

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

## **Children Three to Five Years of Age**

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

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

The district seeks to identify, evaluate and provide free and appropriate educational services in the least restrictive environment to all qualified students with disabilities within the definitions of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). Any qualifying student with a disability shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any district program, including nonacademic services and extracurricular activities.

Students with disabilities may be eligible for accommodation under this policy even though they are ineligible for services pursuant to the IDEA. The district will initiate a referral if a student requiring accommodation is also believed to be a student with a disability under the IDEA. Implementation of an

IEP in accordance with the IDEA satisfies the district's obligation to provide a free and appropriate education under Section 504.

## **SPORTSMANSHIP**

Those students who choose to participate as fans serve a valuable role in the success of our programs. The manner in which we conduct ourselves at these events has a great bearing on how others perceive our school. All students are expected to follow all school rules and to be positive examples for others. We ask your help in seeing that the following rules are enforced at all school-sponsored events. We should practice good sportsmanship, whether it is at athletic events or at other activities, which the school sponsors. Unsportsmanlike conduct may result in a person being asked to leave and normally suspended from attending other school events.

As students of Kingston K-14 School we urge each spectator to:

1. Avoid action that will offend or embarrass any individual.
2. Regard officials as fair, accept their decision as final, and treat them as guests.
3. Remain seated, yelling at officials is prohibited.
4. Respect the property of our school or property of any other school as if it were ours.
5. Encourage your team, rather than "boo" the opponent.
6. Refrain from actions that will call attention to yourself.
7. Treat the opponents, whether they are coaches, players, or fans, as honored guests.
8. Show appreciation of good play by both teams.
9. Accept the decision and judgment of the coaches.
10. Be modest in victory and gracious in defeat.

## **STATE MANDATED ASSESSMENTS**

The district will use assessments as one indication of the success and quality of the district's education program. The district will comply with all assessment requirements for students with disabilities mandated by federal and state law, including the Individuals with Disabilities Education Act (IDEA). In order to achieve the purposes of the student assessment program, the district requires all enrolled students to participate in all applicable aspects of the assessment program.

### **English Proficiency Assessments**

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

## **National Assessment of Educational Progress**

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

## **Reading Assessment**

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

## **Statewide Assessments**

The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the standards adopted by the Missouri State Board of Education in sixth, seventh, and eighth grade. All students will take state mandated tests at designated times. End of Course Exams are Algebra I, English II, Government, and Biology. End of Course Exams may serve as Final Exams.

# **STUDENT COMPLAINTS AND GRIEVANCES**

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

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

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

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

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

Adopted: July 15, 2004

## **STUDENT SCHEDULE CHANGES**

Schedules will be created in the spring semester of each year. Students will choose classes through individual scheduling. The student will request his or her courses, student and parent/guardian will sign off on the pre-enrollment form, and then the schedule will be created by the guidance counselor. After the schedule is made, schedules will remain unchanged. Exceptions will be made through administrative channels for unique and unusual circumstances.

## **STUDENT VEHICLES AND STUDENT PARKING**

Transportation is provided for all Kingston K-14 School students. Students who choose to drive or ride in automobiles or other motor vehicles do so at their own risk. It is understood that auto failure will result in an unexcused absence or tardy. Students must park in the student parking lot. All students must enter the building immediately upon arrival at school and depart immediately after entering the parking lot in the afternoon. Failure to do so may result in parking privileges being revoked. All student parking permits are a privilege and will be issued in the Junior/Senior High School office with approval of the high school principal.

Parking permit requirements:

1. Valid driver's License
2. Proof of insurance
3. Permit fee \$5.00 per semester
4. Parking permit form must be signed by student and parent/guardian
5. License plate number

Parking permits will be issued with preference being given to students involved in school activities, working outside of school (will need proof of employment), and grade level (seniors being first).

The following driving rules have been established for Kingston High School and within 500 feet of district property:

- A permit is required to park on school property. The permit must be displayed at all times. Failure to display a parking permit may result in the vehicle being towed at the student's expense. Notification to the student and parent/guardian will not be given.
- Once a driver enters the school drive in the morning, he/she must go directly to the student parking lot, park his/her car, and go directly to the school building.
- Students are prohibited from sitting in parked cars on the school grounds prior to, during or following the school day.
- The "no smoking" on school grounds regulation includes the driver and passengers while the car is on school property.
- A ten-mile-per-hour speed limit must be observed on school property.
- Motorbikes and cycles shall follow the same procedures as cars.

- School parking facilities and driveways are off limits to students without a legitimate reason for being on school property.
- Accidents in the parking lots must be reported to the principal's office.
- Students must park in the designated student parking area only.
- Firearms are prohibited from school. This includes all projectile weapons left in a vehicle.
- Careless and imprudent driving, squealing tires, racing, etc. will cause revocation of driving privileges.
- Students caught being truant or skipping school revoke parking privileges.
- Vehicles parked on school grounds are subject to being randomly searched.
- Possess proof of insurance in vehicle at all times.
- Stickers or signs depicting inappropriate messages (language, pictures, symbols) are prohibited.

Violations of the above regulations may constitute grounds for a student to lose driving privileges to school, determined by the principal. The student must turn in a parking permit at this time. Fees are non-refundable. Students parking on school grounds without approval will be towed at their expense.

## **SUICIDE AWARENESS AND PREVENTION**

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

This policy will outline key protocols and procedures the district will use to educate employees and students on the resources and actions necessary to promote suicide awareness and prevent suicide. The goal of the district is to help students who may be at risk of suicide without stigmatizing or excluding students from school. No student will be excluded from school based solely on the district's belief that the student is at risk of suicide.

### **Definitions**

**Crisis Response Team (CRT)** – A team of district employees trained in suicide awareness and prevention.

**Student at Risk of Suicide** – A student who is demonstrating individual, relationship, community or societal factors that are associated with suicide and that in combination indicate that an individual might be contemplating suicide.

**Suicide Crisis** – A situation in which a person is attempting to kill him- or herself or is seriously contemplating or planning suicide. Planning may include, but is not limited to, a timeframe and method for attempting suicide or obtaining or attempting to obtain the means to attempt suicide. A suicide crisis is considered a medical emergency requiring immediate intervention.

## **Crisis Response Team**

The district will establish a district-level CRT and, if practical, a team in each building. CRT members will include administrators, counselors and the school nurse and may also include school social workers, school resource officers, teachers and community members as appropriate. The CRT will be responsible for implementation of the district's response plan.

The district will use an evidence-based/informed tool for determining whether a student is at risk of suicide or is having a suicide crisis. The CRT members, the building administrator and a designee will receive training and coaching in using this tool to assist in making these determinations and appropriately responding.

## **Response Plan**

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

## **Students Who May Be at Risk of Suicide**

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

1. Make every effort to locate the student immediately, and do not leave the student alone.
2. Notify a CRT member or the building administrator or designee. If the employee cannot reach the building administrator, designee or any of the CRT members, the employee will contact the student's parent/guardian. If the parent/guardian is also unavailable, or at the parent's/guardian's request, the employee will contact emergency services.

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

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



## **Students Who May Be Having a Suicide Crisis**

If an employee reasonably believes that a student is having a suicide crisis, the employee will take the following steps:

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

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

1. If the student cannot be located or leaves after being located, a CRT member or the building administrator or designee will contact the parent/guardian to explain the district's concern.
2. If the student has been located, the CRT member or the building administrator or designee will, based on his or her training and an assessment of the student, determine the appropriate action, including whether to call emergency services, and implement the appropriate response.
3. At an appropriate time after the crisis has passed, a school counselor and a CRT member will meet with the student and his or her parents/guardians to discuss support and safety systems, available resources, coping skills and collaborative ways to support the student.

## **Confidentiality**

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

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

## **Abuse and Neglect**

If any employee of the district has reasonable cause to believe a student has been or may be subjected to abuse or neglect or observes the student being subjected to conditions or circumstances that would

reasonably result in abuse or neglect, the employee will contact the Child Abuse and Neglect Hotline in accordance with law and Board policy.

## **Accommodating a Disability**

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

## **School and Community Resources**

The district will, in collaboration with local organizations and the Missouri Department of Mental Health, identify local, state and national resources and organizations that can provide information or support to students and families. Copies of or links to resources will be available to all students and families on the district's website and in all district schools.

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

## **Response to Incidents Impacting the School**

When the school community is impacted by the attempted suicide or death by suicide of a student, staff member or other person in the school community, the superintendent or designee will confer with the district-level CRT and, when appropriate, confer with local community resources and professionals to identify and make available supports that may help the school community understand and process the behavior or death.

The CRT and the superintendent or designee will determine appropriate procedures for informing the school community of an attempted suicide or death by suicide and the supports that will be offered. Staff and students who need immediate attention following an attempted suicide or death by suicide will be provided support and resources available through the district and will be given information about other resources.

## **Staff Education on Suicide Prevention and Response Protocol**

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

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

## **Suicide Prevention Education for Students**

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

## **Policy Publication**

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

# **TARDY/LATE TO SCHOOL POLICY**

Arriving late or delayed beyond the expected or proper time for school or class.

## **PER QUARTER**

All students are expected to be on time for every class. Each teacher will develop the tardy guidelines for their particular classroom. Tardies will be recorded and disciplined by the teacher for the first three tardies. More than three tardies will be disciplined with the use of an office referral.

*The following guidelines should be used when assigning tardies per individual class period:*

**1<sup>st</sup> Tardy-** Verbal Warning by teacher

**2<sup>nd</sup> Tardy-** Verbal Warning by teacher.

**3<sup>rd</sup> Tardy-** Contact of parent by teacher explaining that the next tardy will result in office referral.

**4<sup>th</sup> Tardy & each additional Tardy-** Office Referrals (Academic Reassignment and/or after school detention)

Tardies will be recorded and addressed on a quarter basis. The only excused tardies will include either a note from a teacher indicating that the student was detained or a note from the office indicating that the student was officially detained by school authorities.

## **TECHNOLOGY USAGE**

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

### **User Identification and Network Security**

Students will be given access to the district's technology resources when the district receives a *User Agreement* signed by the student and the student's parent (s), guardian(s), or person(s) standing in the place of a parent. Use of the district's technology is a privilege, not a right. Students, employees, or other potential users considered a security risk by the superintendent or designee will be exempt from ID, password or other access to district technology.

## **TELEPHONES**

A telephone is available in the office for urgent calls only. Junior/Senior High School student permission to use the phone must be granted by the principal or the secretary. The Junior/Senior High School principal or the secretary will determine the urgency and will decide if the student is allowed to use the phone. Telephones in other areas of the school district are off limits to students for any reason. Students will remain in classes except for emergency calls from parents. Telephones may be placed on speakers during student conversation. Telephone usage is prohibited to call home unless practices/games are cancelled or changed.

## **TEXTBOOKS**

All textbooks will be furnished to students free of charge. The student will assume total responsibility for returning them in the same condition as they were received, normal wear accepted. Textbooks with excessive damage or abuse or that are not returned at the time the student leaves school will result in the student being charged. Transcripts, grades, credits, high school diplomas, or permission slips will be issued/granted after payment of the book is made.

## **THE FAMILY EDUCATIONAL AND PRIVACY ACT**

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

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

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

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

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

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

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

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

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

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202

- FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 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 military recruiters and officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2)) unless the parent/guardian notifies the district.
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. 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. (Â§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (Â§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (Â§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (Â§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to Â§ 99.36. (Â§ 99.31(a)(10))
- Information the school has designated as “directory information” if applicable requirements under Â§ 99.37 are met. (Â§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student’s case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. Â§ 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. Â§ 1232g(b)(1)(K))
- In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain extensive and sometimes personal information about students and families. These records must be kept confidential in accordance with law, but must also be readily available to district personnel who need the records to effectively serve district students.
- The superintendent or designee will provide for the proper administration of student records in accordance with law, will develop appropriate procedures for maintaining student records and will standardize procedures for the collection and transmission of necessary information about individual students throughout the district. The superintendent and building principals will develop a student records system that includes protocols for releasing student education records. Principals are responsible for maintaining and protecting the student education records in each school. The superintendent or designee will make arrangements so that all district employees are trained annually on the confidentiality of student education records, as applicable for each employee classification.

## **Definitions**

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

## **Health Information**

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

## **Parent and Eligible Student Access**

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

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

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

## **Directory Information**

Directory information is information contained in an education record of a student that generally would be considered non harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The district will designate the types of information included in directory information and release this information without first obtaining consent from a parent or eligible student unless a parent or eligible student notifies the district in writing as directed. Parents and eligible students will be notified annually of the information the district has designated as directory information and the process for notifying the district if they want to keep the information from being released.

Even if parents or eligible students notify the district in writing that they want the directory information undisclosed, the district may still disclose the information if required or allowed to do so by law. For example, the district may require students to disclose their names, identifiers or district email addresses in classes in which they are enrolled, or students may be required to wear, publicly display or disclose a student identification card or badge that exhibits information that is designated as directory information.

The school district designates the following items as directory information:

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



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

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

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

## **Law Enforcement Access**

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

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

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

## **Children's Division Access**

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

## **Military and Higher Education Access**

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

## **TITLE I FUNDING**

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

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

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to each individual parent.

- Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and
- Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

If you have any questions regarding these qualifications, please contact the school at 438-4982. We will be happy to answer any questions you may have.

## **TOP TEN PERCENT**

Students who place in the upper 10% of each grade level (9 -12) will be recognized at the spring awards presentation. Student grade point average (GPA) and class rank will be computed each semester to determine the top 10%. Students enrolled in the Community High School may not be considered for Top Ten 10%. Ranks are determined on semester grades only. Students participating in alternative programs are exempt for the top ten percent.

## **TRAUMA INFORMED SCHOOL**

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

## **TRESPASSING**

Section 25, Article 24, Chapter 122 of the School Codes states: “Teachers and other employees may request any person entering a public school building to identify himself/herself and state the purpose of his/her entry. Law enforcement may be contacted and persons trespassing will be prosecuted.” Students under suspension or expulsion are not to be on school grounds without administrative approval.

## **UNITEC CAREER CENTER**

The career programs at UniTec Career Center help students begin preparation for a great career while still in high school. Students who are enrolled at UniTec must maintain a 2.0 grade point average with grades above a C- at Kingston High School or UniTec or they may be removed from the program. Students who have discipline issues and/or excessive absences may be removed from the program.

Our career programs develop in each student:

- Occupational skills necessary to secure initial employment in the field in which the student has been trained
- A background of related information including both theory and practice, necessary in the field of choice
- Personal and social traits necessary for initial employment and for continuing success
- Leadership skills are an important part of day to day instruction and students learn the importance of leadership in the workplace.
- Classes are taught with an “applied” approach that challenges you to use your hands, as well as your head. The practical applications make subject matter easier to understand and more interesting.

When you finish high school, you’ll have a good foundation for beginning work on an Associate’s Degree and in some programs earn free college credit.

Who Should Enroll in a Career Program? High School Juniors and Seniors with the following:

- The motivation to successfully complete the required class assignments
- The intent of finishing their career program

- A sincere desire to learn a skill or trade
- Ability to have fun in a safe professional manner.

#### How Do Students Apply for a Career Program?

- See your school counselor to discuss your career plans and obtain an ATS application.
- Decide which program interests you the most
- Complete an application form with your parents' assistance and return it to your high school counselor
- Arrange with your high school counselor to schedule a tour of Jefferson College so that you may meet the instructors and visit the program area in which you are most interested

#### What Types of Career Programs are Available?

- Construction Technology
- Culinary Arts
- Computer Service Technology
- Radio/Television Broadcasting
- Welding Technology
- Power Sports Equipment Technology
- Electrical Technology
- Robotics Technology
- Graphic Design/Communications
- Automotive Technology
- Collision Repair Technology
- Machine Tool Technology
- Health Services

#### MAC Dual Credit

- UniTec has joined with MAC to offer dual credit. This is a college level, associate degree program. Students may earn up to 36 semester hours of college credit free while attending UniTec.

The type of High School credit issued to students will be determined by the High School Principal and Counselor based on the type of course taken at ATS.

Students in Unitec will be required to attend Kingston High School on days when Unitec is not in session. Students are to report to the high school office for their assignments.

## **VALEDICTORIAN AND SALUTATORIAN**

The senior(s) whose class rank is highest will be named valedictorian of that graduating class. The senior(s) whose class rank is second highest will be named salutatorian of the graduating class. Seniors must take a minimum of six (6) credit classes each semester to be considered for valedictorian or salutatorian. To be eligible for valedictorian or salutatorian, a student must be enrolled within the school district prior to and continuously following the 10th school day of the student's Junior year. Grade point average is figured through the third digit. The grades of all students will be considered final. All students involved will be expected to continue attending classes through the last scheduled day of classes for seniors. Students participating in alternative programs revoke eligibility rights for valedictorian or salutatorian.

## **VISITORS**

Students are prohibited from bringing visitors to school. A visitor is classified as anyone not enrolled in the Kingston K-14 School District. Visitors work a hardship and cause distractions for both teachers and students.

## **WEBPAGE**

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

## **WITHDRAWALS**

If it becomes necessary for a student to withdraw from school, he/she should report to the counselor's office at the beginning of the last day for withdrawal information. A withdrawal form must be completed and signed by each teacher, librarian, counselor, the food service director and principal. **\*The student's permanent records will be released after all the proper paperwork has been completed and all debts to the school have been paid.**

### **Withdrawal procedures**

- The term "compulsory attendance age for the district" shall mean seventeen (17) years of age or having successfully completed sixteen (16) credits towards high school graduation in all other cases unless arrangements have been made ahead of time.
- Students who leave school before the end of a semester will be considered dropped from all classes and no credit will be issued unless prior arrangements have been made.
- Any student that misses ten (10) consecutive days without notification to the attendance clerk may be withdrawn. A parent/guardian must be present to reinstate the withdrawn/dropped student.

## **WEAPONS IN SCHOOL**

The Board recognizes the importance of preserving a safe educational environment for students, employees and patrons. In order to maintain the safety of the educational community, the district will strictly enforce the necessary disciplinary consequences resulting from the use or possession of weapons on school grounds, buses, or at school activities.

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

1. A firearm as defined in 18 U.S.C. 921.
2. A blackjack, concealed firearm, firearm, firearm silencer, explosive weapon, gas gun, taser, knife, switchblade knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun, as these terms are defined in 571.010, RSMo.
3. Any instrument or device customarily used for attack or defense against an opponent, adversary or victim; or any instrument or device used to inflict physical injury or harm to another person.

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

**TO: Kingston K-14 Employees, Parents, and Students**

**FROM: Dr. Lee Ann Wallace, Superintendent**

**DATE: August, 2021**

**RE: Annual Asbestos Notification**

In accordance with Federal regulations concerning asbestos, accredited inspections of all buildings in this District were done on July 31, 1988; there have been several follow-up inspections by Trutest Environmental Solutions, LLC, Jackson, MO 63755. Periodic surveillance inspections have also been conducted by district personnel. Beginning on February 11, 1997, periodic inspections have been conducted with the most recent by Trutest Environmental Solutions, LLC, Jackson, MO 63755 on October 4, 2019, or trained personnel in the district.

Asbestos-containing building materials (ACM) are found in the following locations.

1. ACM locations in Building "A" 5,280 square feet of non-friable floor tile.
  - Classified as ACM with potential for damage
  - Area in present condition does not pose a risk at the present time.
2. ACM locations in Building "A" 120 square feet of non-friable floor linoleum.
  - Classified as ACM with potential for damage.
  - Area in present condition does not pose a risk at the present time.

All ACM in Building "A" have been addressed in a management plan written according to Federal and State requirements. The purpose of this management plan is to safeguard the health and safety of all building occupants. The management plan is available without cost or restriction, for inspection by representatives of the EPA and the State, the public, including teachers, other school personnel and their representatives, and parents. The District may charge a reasonable cost to make copies of management plans.

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Signature

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Date

## **WAGNER PORTRAITS COMMUNICATION**

Kingston is proud to have Wagner Portrait Group as the District's photography vendor. For convenience, Wagner Portrait Group will send a link with ordering information via email and text using the current information on file with the district. This will also send you a reminder when it is getting close to picture day.

If you would prefer to **not** release this information to Wagner Portrait Group, please sign and date the opt-out on the signature page and return to your student's school office.

## **CHILDREN'S ONLINE PRIVACY PROTECTION ACT (COPPA) PERMISSION**

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

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

- What personal information does Google collect?
- How does Google use this information?
- Will Google disclose my child's personal information?
- Does Google use student personal information for users in K-12 schools to target advertising?
- Can my child share information with others using the G Suite for Education account?

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

### **G Suite for Education Notice to Parents and Guardians**

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

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

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

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



## **What personal information does Google collect?**

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

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

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

## **How does Google use this information?**

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

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

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

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

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

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

## **Will Google disclose my child's personal information?**

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

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

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

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

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

- meet any applicable law, regulation, legal process or enforceable governmental request.
- enforce applicable Terms of Service, including investigation of potential violations.

detect, prevent, or otherwise address fraud, security or technical issues.  
protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.

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

### **What choices do I have as a parent or guardian?**

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

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

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

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

## **KINGSTON SENIOR HIGH SCHOOL ACKNOWLEDGEMENT OF HANDBOOK RECEIPT**

I, \_\_\_\_\_ (print student name) have received a copy of the Kingston High School Handbook for the 2021-22 school year. I understand that the handbook contains information that my child and I may need during the school year. I also understand that all students will be held accountable for their behavior and will be subject to the regulations in this handbook.

### **FIELD TRIP RELEASE**

We hereby give our consent for the above named student to represent, and/or take part in school-sponsored activities. We will also give our consent for him/her to accompany the school group and will not hold the school responsible in case of accident or injury whether it be en-route to or from the school or activity. We do not hold the school or it's employees, agents, causes of action, debts, claims or demands of every kind and nature whatsoever which may arise by or in connection with the participation by my child/ward in any activities related to the school trip activity. If we cannot be reached in the event of an emergency, we also give our consent for the school to obtain through a physician or hospital of its choice, such medical care as is necessary for the welfare of the child, if he/she is injured in the course of the school activity. My son/daughter has permission to attend the various school trips as they arise for the 2021-2022 School year.

### **PUBLIC NOTICES**

We received a copy of the following: 1) Standard Complaint Resolution Procedure for Improving Schools Act, 2) Public Notice, and 3) No Child Left Behind Act of 2001, right to know as part of the student handbook.

### **TECHNOLOGY ACCEPTABLE USE POLICY**

We have read the Technology Acceptable Use Policy in regards to using district technology. We understand that violating this agreement may result in disciplinary action on the student and any damages incurred will be the responsibility of the parent/guardian.

### **CHILDREN'S ONLINE PRIVACY PROTECTION ACT (COPPA) PERMISSION**

I give permission for Kingston K-14 Schools to create/maintain a G Suite for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the notice in the handbook. In addition, the staff of the Kingston K-14 School District will use various approved websites for educational purposes. The list of approved websites can be accessed from the link below.

<https://docs.google.com/spreadsheets/d/1MKTngEseEQgPPW2IKhEdaSrmqNd6s3oxHvdI3TD6-CY/edit?usp=sharing>

### **PERMISSION TO PUBLISH**

Kingston would like to recognize students for their POSITIVE involvement and accomplishments that occur while here at school. With your permission we would like to be able to publish those positive events on our district website and social media accounts, as well as, in the local newspapers.

☐ I do NOT wish for my child to be published

### **PHOTOGRAPHER COMMUNICATION OPT OUT**

☐ I do NOT want my email address and cell phone number that is on file with the school district to be sent/given to Wagner Portrait Group for purposes of sending a link for picture ordering information.

I have received and read the above releases, policies, and notices.

The student handbook is available online at <https://kingston.k12.mo.us/> I have been informed of the availability of the handbook online and have furnished the website address. I choose to access the handbook online and do not wish to have a printed copy provided.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_