

S  
EAST  
L  
G  
A  
E

# EAST



# TABLE OF CONTENTS

<b>TABLE OF CONTENTS</b>	<b>1</b>	<i>STAFF/STUDENT COMMUNICATION</i>	24
		<i>VISITING SCHOOL</i>	25
<b>SCHOOL INFORMATION</b>	<b>3</b>	<b>SCHOOL SAFETY AND SECURITY</b>	<b>26</b>
<i>INTRODUCTION</i>	3	<i>EMERGENCY PROCEDURES</i>	26
<i>CONTACT INFORMATION</i>	3	<i>VIDEO &amp; AUDIO RECORDINGS</i>	26
<i>SCHOOL HOURS</i>	3	<i>SAFE SCHOOLS ACT</i>	26
<i>DISTRICT POLICIES AND PROCEDURES</i>	3	<i>WEAPONS IN SCHOOL (JFCJ)</i>	27
<i>DISTRICT MISSION</i>	3	<i>JUST TELL IT PROGRAM</i>	27
<b>ACADEMICS</b>	<b>5</b>	<b>STUDENT HEALTH SERVICES</b>	<b>29</b>
<i>GRADE REPORTING</i>	5	<i>HEALTH SERVICES</i>	29
<i>CAMPUS PORTAL FOR PARENTS</i>	5	<i>IMMUNIZATIONS</i>	29
<i>HOMEWORK</i>	5	<i>HEAD LICE</i>	29
<i>HOMEWORK CENTER</i>	5	<i>MEDICATION ADMINISTRATION TO STUDENTS (JHCD)</i>	29
<i>RTI/ENCORE</i>	6	Over-the-Counter Medications	30
<i>TEXTBOOKS</i>	6	Prescription Medications	30
<i>STATE WIDE ASSESSMENT</i>	6	Self-Administered Medications	30
<i>MUSICAL PERFORMANCES</i>	6	Possession of Self-Administered Medications	30
<i>PHYSICAL EDUCATION REGULATIONS AND EQUIPMENT</i>	7	Emergency Medication	31
<i>TECHNOLOGY USE</i>	7	Consequences	31
<b>ATTENDANCE AND ENROLLMENT</b>	<b>9</b>	<i>ADMINISTRATION OF MEDICATIONS TO STUDENTS (JHCD-AP)</i>	31
<i>ARRIVAL AT SCHOOL</i>	9	<i>STUDENT INSURANCE</i>	32
<i>ATTENDANCE</i>	9	<b>STUDENT RECORDS (JO)</b>	<b>33</b>
<i>DISMISSAL AND RELEASE FROM SCHOOL</i>	10	<i>Health Information</i>	33
<i>WITHDRAWAL FROM SCHOOL</i>	10	<i>Parent and Eligible Student Access</i>	33
<b>DISCIPLINE</b>	<b>11</b>	<i>Directory Information</i>	34
<i>STUDENT DISCIPLINE</i>	11	<i>Law Enforcement Access</i>	35
<i>DRUG/ALCOHOL ABUSE (JFCH)</i>	13	<i>Children's Division Access</i>	35
<i>HAZING AND BULLYING (JFCF)</i>	14	<i>Military and Higher Education Access</i>	35
<i>DISCIPLINE REPORTING &amp; RECORDS</i>	15	<i>Notification of Rights under FERPA for Elementary and Secondary Schools</i>	36
<b>PERSONAL BELONGINGS AND APPEARANCE</b>	<b>17</b>	<b>DISTRICT NOTICES APPENDIX</b>	<b>38</b>
<i>SEARCHES &amp; STUDENT PRIVACY</i>	17	<i>PROHIBITION AGAINST ILLEGAL DISCRIMINATION AND HARASSMENT</i>	38
<i>PERSONAL PROPERTY OR STOLEN PROPERTY</i>	17	<i>PROGRAMS FOR HOMELESS STUDENTS</i>	39
<i>CELL PHONES AND ELECTRONIC DEVICES</i>	18	<i>PROGRAMS FOR MIGRANT STUDENTS (IGBCB)</i>	40
<i>LOCKERS</i>	18	<i>PROGRAMS FOR ENGLISH LANGUAGE LEARNERS (IGBH)</i>	41
<i>LOST AND FOUND</i>	18	<i>PROGRAMS FOR STUDENTS WITH DISABILITIES</i>	42
<i>GIFTS</i>	19	<i>TEACHER QUALIFICATIONS</i>	42
<i>GUM/CANDY</i>	19	<i>PUBLIC COMPLAINTS (Policy KL)</i>	42
<i>STUDENT DRESS</i>	19	<i>PUBLIC COMPLAINTS PROCEEDURES (Procedure KL-AP)</i>	43
<b>PROGRAMMING AND STUDENT SERVICES</b>	<b>21</b>	<i>SURVEYING, ANALYZING OR EVALUATING STUDENTS (JHDA)</i>	44
<i>ACTIVITIES</i>	21	<i>FEDERAL PROGRAMS PARENT INVOLVEMENT PROCEDURES (SECT. 1118 NCLB)</i>	45
<i>BUS TRANSPORTATION</i>	21	<i>TEACHING ABOUT HUMAN SEXUALITY (IGAEB)</i>	46
<i>COUNSELING SERVICES</i>	21	<i>HAZARDOUS MATERIALS (EBAB-AP1) (Asbestos Control)</i>	47
<i>SCHOOL MEAL PROGRAMS</i>	22	<i>EARTHQUAKE SAFETY FOR MISSOURI'S SCHOOLS</i>	47
<i>MEDIA CENTER</i>	22		
<b>SCHOOL/HOME CONNECTIONS</b>	<b>23</b>		
<i>CUSTODIAL AND NON-CUSTODIAL PARENTS' RIGHTS &amp; RESPONSIBILITIES</i>	23		
<i>PARENT ORGANIZATION</i>	23		
<i>PARENT-TEACHER CONFERENCES</i>	23		
<i>STAFF MESSAGES</i>	23		
<i>STUDENT MESSAGES</i>	24		
<i>PHONE CALLS</i>	24		

# **SCHOOL INFORMATION**

## **INTRODUCTION**

The purpose of this handbook is to make you, the parent, aware of the general procedures at our school. Each student is provided a copy of these procedures when they enroll for the year. Please keep this handbook as a reference tool during this school year. We have tried to make this handbook as complete as possible, but it cannot answer all the questions that might arise during a school year. If you have any questions or concerns at any time during the school year, please do not hesitate to contact the school administration.

## **CONTACT INFORMATION**

### **Joplin Public Schools**

310 W 8<sup>th</sup> Street  
Joplin, MO 64801  
(417) 625-5200

[Joplin Schools Homepage](#)

### **East Middle School**

4594 E. 20<sup>th</sup> Street  
Joplin, MO 64801  
(417) 625-5280

## **SCHOOL HOURS**

Classes are in session from 8:30 a.m. to 3:40 p.m. Office hours are 7:45 a.m. to 4:15 p.m. Staff will be on duty to supervise students from 8:00 a.m. until 3:55 p.m. daily. The district will not be responsible for supervising students outside the stated school hours. Therefore, parents should not drop off or leave children at the school during unsupervised periods.

## **DISTRICT POLICIES AND PROCEDURES**

To access any policy in its unabridged form you may visit <http://www.joplinschools.org> or make a request of the school for assistance.

## **DISTRICT MISSION**

The mission statement of Joplin Schools is: Joplin Schools . . . Investing in the Future Today by Inspiring our Students to Pursue Excellence. We do this by:

- providing individualized and diverse opportunities for learning.
- ensuring a safe and positive learning environment.
- inspiring our students to seek knowledge and think independently.
- expanding every student's horizons through academic, co-curricular and extra-curricular opportunities.
- providing high quality, specialized training and professional development for all educators.
- hiring and retaining the best qualified, compassionate and dedicated educators.
- inviting partnerships with families to maximize students' potential.
- building positive partnerships with our community to ensure mutual success.
- embedding meaningful technology into research-based instruction.
- facilitating positive and effective change.

- celebrating successes.
- demonstrating and reinforcing ethical behavior.

The district has a Board-approved Comprehensive School Improvement Plan (CSIP) guided by the mission statement and based on the district's fundamental beliefs about teaching and learning. This plan serves as the district's foundation for allocating resources, developing policies and procedures, and selecting and implementing instructional programs designed to raise student achievement.

The CSIP was developed through the combined efforts of Board members, staff, administrators, students, parents/guardians and community members and is ongoing. Goals, outcomes or objectives are provided in sufficient detail to direct the improvement efforts of the district for at least a five-year period. The CSIP is evaluated and updated as necessary. A copy of the district's CSIP is available in the superintendent's office.

## **ACADEMICS**

Joplin Middle Schools seek to provide a rigorous and relevant academic curriculum with an emphasis on exposure to new fields of study and opportunities in preparation for both future education and career readiness.

### **GRADE REPORTING**

*(See also Policy IK)*

Grade reports for all middle school students are issued quarterly. Reports will be given to the students in the week following the end of each quarter. Quarterly grades will be issued in all subjects.

Progress notices are mailed to parents during each quarter as a notice that work is not satisfactory and that extra effort on the part of the student is needed. However, receiving or not receiving a report does not guarantee the student's grade will be failing or passing at the end of the quarter. It is possible for a student's progress to change either way after unsatisfactory reports have been mailed to the parent.

### **CAMPUS PORTAL FOR PARENTS**

Campus Portal is a great tool that gives parents access to real-time information about their student's grades, attendance, and other valuable information. Parents should obtain an Activation Key from the school office to begin. Parents **MUST** visit the school in person and show identification before being given this letter. No Activation Keys will be given out via phone or email.

### **HOMEWORK**

Home study is a necessary part of each student's educational program. Each student will be expected to spend some time in addition to scheduled class instruction to achieve satisfactory work. Review of the day's assignment is considered as homework.

Some assignments are long-range in nature and require planned study time for their completion. Planned study time eliminates the necessity of spending too much time in completing an assignment the day before it is due.

### **HOMEWORK CENTER**

We believe all students deserve to have every opportunity to receive help on their homework. To give them this opportunity we are providing a homework center before school and/or after school. There will be a teacher on duty to help guide and tutor the students at all times. Homework Center is not mandatory but only a convenient opportunity to help students with their class work. Times are subject to change so contact the school office or your student's teacher or counselor for more information.

## **RTI/ENCORE**

RTI/Encore is a time period dedicated to meeting the individual needs of students in the core academic areas of math and communication arts. Students will be flexibly grouped based on their learning needs. Time in the Encore class may also be devoted to student celebrations and awards.

## **TEXTBOOKS**

*(See also Policy ILA)*

Textbooks are furnished by the School District and are issued at the beginning of the class session (year or semester). Students who lose or damage a book while it is checked out to them will be expected to pay for the book.

## **STATE WIDE ASSESSMENT**

*(For full Policy see IL)*

The district will use assessments as one (1) indication of the success and quality of the district's education program. Further, the Board recognizes its obligation to provide for and administer assessments as required by law. The 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).

### **English Proficiency Assessments**

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

### **Statewide Assessments**

The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the Show-Me Standards, as set forth by the Missouri State Board of Education. End-of-course (EOC) assessments will be administered in accordance with law and the rules of the Department of Elementary and Secondary Education (DESE).

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

### **National Assessment of Educational Progress**

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

## **MUSICAL PERFORMANCES**

Students in Band, Orchestra, Chorus, Drama, or other Co-Curricular classes will have performances during the school year. **Students are required to participate in these activities; non-participation may affect the student's grade.**

## **PHYSICAL EDUCATION REGULATIONS AND EQUIPMENT**

All students will participate in the regular physical education program unless their activities are limited based on advice from a physician. Other excuses for temporary non-participation because of illness or injury can be made by parents in writing and is to be presented to the physical education instructor after the excuse has been approved by a principal.

The following list of equipment has been adopted by the Joplin Public Schools as the suggested regulation uniform to be worn by all middle school students:

- One pair gym shorts or pants
- One top/plain t-shirt
- One pair of gym shoes
- One pair of socks
- One towel and soap
- Deodorant

NOTE: All gym clothes should be laundered once a week. The student's name should be marked on all items of dress. Failure to bring gym clothes will not exempt a student from participation in P.E. and could result in a failing grade.

## **TECHNOLOGY USE**

*(See also Policy EHB)*

All students must have a signed copy of the district Acceptable Use Policy on file before being allowed to use any district-owned technology equipment. A complete copy of this policy can be found on the district's website. Additionally, some specialized courses may require additional User Policies to be signed.

Students are expected to demonstrate great care when using district technology equipment. Should a student become aware of a problem, deliberate or accidental, the student should immediately notify the teacher.

Privilege is granted to students to use the district technology systems and network for educational purposes. The expectation that all students conduct themselves appropriately applies to technology use as well. Students should not engage in behaviors that either distract from the learning intention of the technology or that could cause harm or otherwise compromise the district network and devices.

### **Examples of Inappropriate Behaviors:**

- By-passing district filters or security systems
- Tying up network resources by streaming video or gaming without educational purpose assigned by teacher
- Checking personal mail or social networking sites during instructional time
- Using chat or instant messaging services without explicit teacher approval
- Downloading or installing programs on district-owned machines
- Accessing sites with inappropriate content such as pornography, profanity, or violence
- Syncing or copying personal devices (iPods, phones, etc) to district machines

Violating these expectations will result in student suspension from technology use and/or other disciplinary action. In the event a student is suspended from technology devices or does not sign an AUP, the student is still responsible for course work assigned. When appropriate, alternative assignments will be issued.



# ATTENDANCE AND ENROLLMENT

## ARRIVAL AT SCHOOL

Our staff is not on duty before 8:00 a.m. to supervise students. Students arriving between 8:00 and 8:20 AM should go directly to their designated area. Breakfast is served in the cafeteria between 8:00 and 8:20 AM. Students should not be dropped off during unsupervised times.

## ATTENDANCE

*(See also Policy JEA & JED)*

Regular attendance is a major consideration in the success of students in school. As such, Joplin Schools closely monitors and works with both parents and other appropriate agencies to maintain regular attendance for all students.

### **What is Missouri's compulsory attendance law?**

Statute 167.031, RSMo, states that any parent, guardian or other person having custody or control of a child between the ages of seven (7) and the compulsory attendance age for the district, must ensure that the child is enrolled in and regularly attends public, private, parochial school, home school or a combination of schools for the full term of the school year. 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. Children between the ages of five (5) and seven (7) are not required to be enrolled in school. However, if they are enrolled in a public school their parent, guardian or custodian must ensure that they regularly attend.

### **What is truancy?**

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

### **What is an authorized absence?**

Authorized reasons for being gone from school are absences that are beyond the student's control and both the parent/legal guardian and school can confirm the "legitimacy for the absence."

**Authorized Absences require proper verification/ documentation from the parent/legal guardian the day of the absence; however, it should be noted that prior-notification is preferred.** Authorized absences, like all absences (excluding school sponsored activities), count against the 9 days allowed by the policy for earning credit in the course. Unlike other absences, students may make up their work for full credit in each course if the absence is determined to be authorized.

Examples of Authorized Absences include but may not be limited to the following:

- **School sponsored activities.**
- **Appointments with licensed practitioners** who deal with dental, medical, or psychiatric problems in the event the appointment cannot be scheduled outside the school day (prior notification of the appointment maybe required in certain cases).
- **Funerals** or the death of a family member as verified by parent/legal guardian.
- **Personal illness** (parents need to notify the principal the day of the absence and no later than one day after the absence).

**What charges may be filed against the student/parent as a result of unauthorized absences?**

- File a “supervision case” to the Jasper/Newton County Division of Family Services.
- Referral to law enforcement so parents/guardians can be charged with a misdemeanor complaint with the Jasper/Newton County District Attorney’s Office for enabling or promoting truancy per Missouri State Statute.
- An infraction under Missouri State Statute may be filed against the truant child/parent.
- Referral to the Juvenile Truancy Court so the court can help remediate truancy issues with the family/student.

**What penalties may be applied to the parent(s) guardian?**

- Can be found guilty of a Class C misdemeanor. (Section 167.031)
- Can face fines and/or imprisonment.

**What can the parent and student do to prevent prosecution?**

- Parents should ensure the child attends school regularly.
- Parents should cooperate with school staff to assist in resolving any attendance problems.
- Parents should attend school staff/parent conferences requested by the school.

**DISMISSAL AND RELEASE FROM SCHOOL**

Dismissal is at 3:40 PM and staff will be on duty until 3:55 PM. No student should be left unattended using unsupervised times. Students may stay later to participating in an afterschool activity; however, students must promptly report to the activity location and remain there under the supervision of the activity sponsor. To be released during the school day, a student must be signed out of the office by his or her parent or legal guardian.

**WITHDRAWAL FROM SCHOOL**

*(See also Policy JEA)*

Any student who is moving should report to the Office, accompanied by his/her parent, prior to moving, and submit a withdrawal slip signed by the parent. Each teacher on the student’s schedule will check in the textbook, and sign and post the current grade of the student. The slip is then returned to the office before the student leaves school. This is necessary to insure that official grades are sent to the new school and all obligations are cleared.

# **DISCIPLINE**

## **STUDENT DISCIPLINE**

*(For full policy see JG, JG-R, and JGA)*

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 contrary to good order and discipline in the schools or impairs the morale or good conduct of other students.

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. Off-campus misconduct that adversely affects the educational climate will also be subject to these policies, regulations and procedures.

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 Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. The list of offenses provided here is not exhaustive. Students may be disciplined for any action that is disruptive to the school environment, whether it occurs on or off school property. Consequences for offenses may be increased or decreased depending on the circumstances as determined by the principal, superintendent and/or Board of Education.

### **Reporting to Law Enforcement**

It is the policy of the Joplin Schools to report all crimes occurring on district property to law enforcement including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF.

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

### **Conditions of Suspension, Expulsion and Other Disciplinary Consequences**

All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee. In addition, the district may prohibit students from participating in

activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school, if appropriate.

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

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

### **Prohibited Conduct**

The following is a partial list of prohibited conduct. For complete descriptions and specific ranges of consequences, see Policy JG-R. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building. 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
- Assault
- Bullying and Cyberbullying (see [Board policy JFCF](#))
- Bus or Transportation Misconduct (see [Board policy JFCC](#))
- Dishonesty
- Disrespectful or Disruptive Conduct or Speech
- Drugs/Alcohol (see [Board policy JFCH](#))
- Failure to Care for or Return District Property
- Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary
- False Alarms
- Fighting
- Harassment, including Sexual Harassment (see [Board policy AC](#))
- Hazing (see [Board policy JFCF](#))
- Nuisance Items
- Public Display of Affection
- Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material
- Technology Misconduct (see Board policies [EHB](#) and [KKB](#) and procedure EHB-AP)

- Theft
- Threats or Verbal Assault
- Tobacco
- Truancy or Tardiness (see [Board policy JED](#) and procedures JED-AP1 and JED-AP2)
- Vandalism (see [Board policy ECA](#))
- Weapons (see [Board policy JFCJ](#))

Consequences for prohibited conduct may include but is not limited to: conferencing with principal, after school detention (ASD), in-school detention (ISD), or out-of-school suspension (OSS).

### **Corporal Punishment**

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

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

### **DRUG/ALCOHOL ABUSE (JFCH)**

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

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

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

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

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

### **HAZING AND BULLYING (JFCF)**

In order to promote a safe learning environment for all students, Joplin Schools prohibits all forms of hazing, bullying and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with JG-R. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official.

In addition, district staff, coaches, sponsors and volunteers shall not permit, condone or tolerate any form of hazing or bullying or plan, direct, encourage, assist, engage or participate in any activity that involves hazing or bullying. District staff will report incidents of hazing and bullying to the building principal. The principal shall promptly investigate all complaints of hazing and bullying and shall administer appropriate discipline to all individuals who violate this policy. District staff who violate this policy may be disciplined or terminated.

The superintendent will provide for appropriate training designed to assist staff, coaches, sponsors and volunteers in identifying, preventing and responding to incidents of hazing and bullying.

The district shall annually inform students, parents, district staff and volunteers that hazing and bullying is prohibited. This notification may occur through the distribution of the written policy, publication in handbooks, presentations at assemblies or verbal instructions by the coach or sponsor at the start of the season or program.

### **Definitions**

*Hazing* – For purposes of this policy, hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity.

Hazing may include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in

extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing consumption of any food, liquor, drug or other substance; forcing inhalation or ingestion of tobacco products; or any other forced physical activity that could adversely affect the physical health or safety of an individual.

Hazing may occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or try out for an organization when the criteria are reasonable, approved by the district and legitimately related to the purpose of the organization.

*Bullying* – For purposes of this policy, bullying is defined as intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyberbullying or cyberthreats. Cyberbullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyberthreats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

## **DISCIPLINE REPORTING & RECORDS**

*(For full policy see JGF)*

In compliance with state law, the Board of Education establishes clear channels of communication between teachers, administrators, law enforcement officials and other schools concerning acts of school violence and other behaviors that endanger the welfare or safety of students, staff or patrons of the district.

### **Definitions**

The following definitions and terms apply to this policy:

- *Act of School Violence/Violent Behavior* – The exertion of physical force by a student with the intent to do serious physical injury to another person while on school property, including while on school transportation in service on behalf of the district or while involved in school activities.
- *Serious Physical Injury* – Physical injury that creates a substantial risk of death or that causes serious disfigurement or protracted loss or impairment of any part of the body.
- *Serious Violation of District's Discipline Policy* – One or more of the following acts if committed by a student enrolled in the district:
  - Any act of school violence/violent behavior.
  - Any offense that occurs on district property, on district transportation or at any district activity and that is required by law to be reported to law enforcement officials.
  - Any offense that results in an out-of-school suspension for more than ten school days.

- *Need to Know* – Relates to school personnel who are directly responsible for the student’s education or who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties.
- *School or District Property* – Property utilized, supervised, owned, rented, leased or controlled by the school district including, but not limited to, school playgrounds, parking lots, school transportation and any property on which any school activity takes place.

### **Student Discipline Records**

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

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

### **Confidentiality**

Any information received by a school district employee relating to the conduct of a student shall be received in confidence and used for the limited purpose of assuring that good order and discipline are maintained in the schools.

### **Liability**

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



## **PERSONAL BELONGINGS AND APPEARANCE**

Though, understandably, there will be occasions when students will bring their personal property to school for various reasons, the school recommends leaving personal property not required for educational use be left at home as the school is not responsible for that property.

### **SEARCHES & STUDENT PRIVACY**

*(For full Policy see JFG)*

School lockers, desks and other district property are provided for the convenience of students and, as such, are subject to periodic inspection without notice. Students have no expectation of privacy in lockers, desks, computers, or other district-provided equipment or areas. The district will conduct periodic and unannounced administrative searches of lockers, computers, and other district equipment. Student property may be searched based on reasonable suspicion of a violation of district rules, policy or law.

#### **Law Enforcement in Searches**

The administration will contact law enforcement officials to perform a search if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods or evidence of a crime beneath his or her clothing and the student refuses to surrender such items. Law enforcement officials may be contacted for assistance in performing a search in any case in which a student refuses to allow a search or in which the search cannot safely be conducted. The district may use law-enforcement dogs to indicate the presence of alcohol, drugs, or other prohibited substances on campus, including the parking lot.

#### **School Resource Officers**

The school resource officer (SRO) may interview or question students regarding an alleged violation of law. A school resource officer may also accompany school officials executing a search or may perform searches under the direction of school officials.

#### **Drug Testing**

Suspicion-based drug testing, unlike random drug testing, may only be used when there is reasonable suspicion that the student is under the influence of or has recently consumed alcohol or any drug prohibited by district policy. Students testing positive will be disciplined in accordance with the district's discipline policy and may also be excluded from extracurricular activities as determined by the district. A student who refuses to submit to testing may still be disciplined under the district's discipline code for being under the influence of alcohol or drugs.

### **PERSONAL PROPERTY OR STOLEN PROPERTY**

Any personal property that causes a disruption at school will not be permitted. This includes such items as radios, cell phones, tape/CD players, MP3 players, tapes/CDs, electronic games, skateboards, yoyos, and other toys. **The school is not responsible for lost or stolen property.**

## **CELL PHONES AND ELECTRONIC DEVICES**

Electronic devices (phones, music players, hand-held games and the like) should not distract from the learning environment. As the school is not responsible for the loss, theft or damage of any student electronic devices, it is most advisable that students keep these things at home. However, if at school, those devices should be kept in the student's locker.

Students may have electronic devices at times and for purposes designated only by the school administration. Should a teacher or administrator ask, students should be prepared to return their devices to their locker at any time. Teachers may grant permission for students to bring devices to class for instructional purposes, however, such instances will always be voluntary and the students will be responsible for their device and any and all costs of the use of their device in class.

**At no time should students use their personal phones or electronic devices to make or receive calls or text messages.** To ensure the safety and security of all students on campus at all times, all outside communication must go through the main office. Failure to do so may result in disciplinary action.

If a student violates the Electronic Devices Policy, teachers may (1) require students to turn the device off and put it in the student's pocket, (2) return it to their locker, (3) report it to an administrator. If a student's electronic device or phone is confiscated, it will be returned to them once and then each additional time it is confiscated, a parent or guardian will be asked to retrieve it from the office staff.

## **LOCKERS**

Each student is assigned a locker. Students are prohibited from sharing lockers. There is to be only one person to each locker. Periodic inspections are made by the school staff or principal. Lockers are provided as a place to keep personal belongings, coats, books, backpacks, etc. During the school day and for the safety of our students, **students must keep their backpacks/book bags, and coats/jackets in their lockers.**

Lock combinations are secret. The combination of the lock is to be given to no one. **Students are responsible for the safe keeping of their personal belongings.**

Students are cautioned not to bring large amounts of money, radios, cameras, MP3 players, phones, or skateboards to school, and if they wear glasses or watches, to keep track of them at all times. **Students, not the school, are responsible for their personal property.**

## **LOST AND FOUND**

Articles found in and around the school should be turned in to school staff or the designated Lost and Found area where the owners may claim their property by identifying the item.

## **GIFTS**

Unless permission is received from the school administration, gifts (flowers, balloons, etc.) will not be accepted for delivery to students due to the interruption it causes to the instructional program. Balloons cannot be taken on the bus.

## **GUM/CANDY**

Unless it is a part of an entire class supervised activity, students should not chew gum or eat candy at school.

## **STUDENT DRESS**

*(See also Policy JFCA)*

Middle school is a time of physical, social, and emotional development for students. That development does not take place at the same rate for all students, so clothing that may fit one student appropriately may not be appropriate for another student. Any clothing or appearance concern that causes a distraction will not be allowed. To ensure appropriate dress, students will be held to the following guidelines:

- **Students should not wear clothing that is excessively tight or loose.** Clothing should not be worn that draws attention to what is normally considered “private parts” such as cleavage, buttocks, crotch, or undergarments. This includes excessively tight yoga pants, pajama pants, or leggings worn under any other garment not considered appropriate by this policy.
- **Students should not wear clothing that exposes cleavage, bare midriffs, excessive skin above the knee, or undergarments.** Clothing should not have excessively large holes or slashes anywhere. Likewise, mesh or see-through clothing is inappropriate if it reveals body parts or undergarments not allowed under other provisions of this policy. No halter tops, tube tops, spaghetti straps, or other sleeveless/cutoff shirts are allowed. Pants should not sag below the waist.
- **Students should not wear shorts or skirts that are excessively short.** Skirts or shorts should reach the knees.
- **Students should not wear anything with vulgar, explicit, or derogatory pictures, symbols or language.** This includes clothing advertising for drugs, alcohol or tobacco.
- **Students should not have hats or other head coverings except on school approved Spirit Days.** They should also not have sunglasses (except by prescription), gloves, chains or oversized coats/bags. Bandanas are not allowed at school.
- **Hair should be a natural color.**
- **Ear piercings should be the only visible piercings.** Students may be asked to remove any other piercings during the school day.
- **Footwear should be appropriate for daily wear and not pose a safety concern.** House shoes are not appropriate.

**The school principal will be responsible for interpreting the dress code and evaluating clothing as acceptable or not.** If a student violates the dress code and a staff member

addresses it, the student will be asked to change or contact parents to bring a change of clothes and not wear that item again. Disciplinary action may be taken if a problem becomes repetitive or leads to other disruptions.

# **PROGRAMMING AND STUDENT SERVICES**

## **ACTIVITIES**

The student activities program at the middle school level is designed to provide additional opportunities for students to develop abilities in areas of special interest. We encourage all students to take part in the activities offered. Students need to understand that the activity programs must be of secondary importance to the regular educational program. A student's first priority must be to his or her classroom work. If a student's schoolwork is not satisfactory, he or she will not be able to participate in a school activity.

Students in Grades 7 & 8 have the opportunity to participate in athletic programs including: Football, Volleyball, Cheerleading, Wrestling, Basketball, Track. Students in all grades can participate in several non-athletic programs including: Band, Student Council, Orchestra, Vocal Music, and a wide variety of other clubs.

## **BUS TRANSPORTATION**

*(See also Policy EEA & JFCC)*

Student behavior on all school buses must be such that a driver can operate the bus in a safe and efficient manner. Good student behavior on a school bus is considered the same as good classroom behavior. The driver is in complete charge of the bus and has the authority to require students to conduct themselves in a manner deemed necessary for the safe operation of the bus. Students should be on time at the designated school bus stop and exhibit appropriate behavior at all times at the bus stop. The student should wait until the bus comes to a complete stop before attempting to enter or exit.

While on the bus, students should keep hands and head inside the bus at all times. Shouting, screaming, scuffling, horseplay, moving around while the bus is in motion, or defying the driver's instruction in any way will not be tolerated. Bus riders are not permitted to leave their seats while the bus is in motion. Bus riders are expected to be courteous to fellow students and to the bus driver.

It is imperative that bus riders follow the district bus rules and regulations. Riding the school bus is a privilege. Improper conduct on the bus may result in that privilege being denied. Bus information or concerns may be obtained/expressed by calling the district Transportation office at 625-5300.

## **COUNSELING SERVICES**

*(See also Policy JHD)*

Counselors are available to students in the Joplin Middle Schools. Students may request to see a counselor, and periodically, counselors will also make presentations to students in classrooms. If a parent would like the counselor to visit with his or her son, please notify the school counselors.

## **SCHOOL MEAL PROGRAMS**

*(See also Policy EFB)*

### **Breakfast Program**

The Joplin Middle Schools offer a daily breakfast program during the school year. If a student would like to eat breakfast, he or she should arrive no earlier than 8:00 a.m. The serving line closes at 8:25 a.m. The following prices are subject to change:

Student breakfast (full price)	\$ .75
Student breakfast (reduced price)	\$ .30
Adult breakfast	\$1.25

### **Lunch Program**

Students have a choice between two meat entrees. In addition to their meat entree, they are allowed two choices from vegetables, salads, and desserts plus milk OR, students, may have a chef salad, plus milk. The following prices are subject to change:

Student lunch (full price)	\$1.95
Student lunch (reduced price)	\$ .40
Adult lunch	\$3.00
Extra milk	\$ .35

Payments for meals will be received by the cafeteria manager or the cashier. You can place money on your child's lunch account or pay for the meals each day. You may pay by check or cash in the cafeteria. All meals must be paid for; charging a meal is not available at the middle school.

## **MEDIA CENTER**

*(See also Policy IIAC)*

Students are permitted and encouraged to check books out of the media center for a limited period of time. Students are also expected to pay for lost books or books that are excessively damaged. Money collected in such manner goes back into the book fund to help in maintaining the media center.

Fiction and other reference materials, including encyclopedias, dictionaries, etc., are carefully selected and kept up-to-date to provide sufficient resource materials for several areas of the curriculum. Since effective use of the media center is one of the important study skills, both the librarian and classroom teachers take time to teach students in this respect. In addition, classes move to the media center on regular schedules to work on specific projects.

Students in Joplin Middle Schools are also provided, through the Media Center, access to electronic books on electronic devices. These devices are available only to students who have a signed parent permission slip on file with the librarian and who are willing to accept responsibility for the device during the time it is in their care. All policies for books and other materials apply to these devices.

# SCHOOL/HOME CONNECTIONS

## CUSTODIAL AND NON-CUSTODIAL PARENTS' RIGHTS & RESPONSIBILITIES

*(See also Policy KDA)*

When parents of a student are estranged, separated, or divorced, school personnel will uphold the parents' rights unless the school is provided a court order (provided by the custodial parent and on file in the school office) restricts any of these rights of the non-custodial parent. Both parents have the right to:

- a. view the child's school records;
- b. receive school progress records;
- c. visit the child briefly at school;
- d. participate in conferences.

The parent with whom the student resides is known as the custodial parent unless a legal document or signed parental agreement indicates otherwise. Verification may be required from the custodial parent.

**The district will allow either parent to visit the student during school time and will release the student to either parent, unless otherwise directed by a valid court order.** If school personnel anticipate a possible student abduction (by the non-custodial parent or any other person), law enforcement personnel are to be notified immediately.

**The custodial parent has the responsibility to:**

- Keep the school office informed as to the address of residence and how he or she may be contacted at all times.
- Provide a copy of any legal documents that restrict the rights of the non-custodial parent.

The non-custodial parent is to inform the school office of the telephone number and address where he or she may be contacted regarding the student.

## PARENT ORGANIZATION

The parent organizations in the Joplin Middle Schools are active and contribute much to the schools. You are encouraged to become active in this worthwhile organization. The meetings will be held regularly at each school. For more information, contact the school office.

## PARENT-TEACHER CONFERENCES

For the middle schools, the district calendar sets aside days for parent-teacher conferences. We encourage parents to make appointments with your child's teacher. This is done by calling the school and talking to the counselor. The school counselor will set up the conference times.

## STAFF MESSAGES

If a parent needs to discuss a matter with a school staff member, please contact the school office, and the staff member will receive the message. The staff member will contact you during his or her instructional planning time.

## **STUDENT MESSAGES**

As the primary purpose of school is to provide a safe and productive learning environment, we recognize cases where parents may need to contact their student during school hours. If a parent needs the school to deliver an important message to a student, please contact the school office before 2:00 p.m. By doing so, we will have a better opportunity to get the message to your child before the school dismissal time. Except in emergencies, students will not be called from class but rather messages will be delivered at times that minimize the impact on instruction.

## **PHONE CALLS**

The office telephone is for school business, and it may be used by students only in case of emergency with the permission of the secretary. Examples of a student emergency would be when the student needs a book or instrument for school or if there has been a change in their arrival time at home.

At no time should students use their personal phones or electronic devices to make or receive calls or text messages. To ensure the safety and security of all students on campus at all times, all outside communication must go through the main office. Failure to do so may result in disciplinary action.

## **STAFF/STUDENT COMMUNICATION**

*(For full policy see GBH)*

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 11:00 p.m. Staff members may use electronic communication with students only as frequently as necessary to accomplish the educational purpose.

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



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

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

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.

## **VISITING SCHOOL**

Parents are always welcome to visit the school. As a courtesy to the teacher, please schedule your time to visit. To ensure the safety of our students, we require that all visits begin at the school office. ALL visitors to the school are required to wear a "Visitor" badge. This district policy is carried out for the safety of our students and staff.

# **SCHOOL SAFETY AND SECURITY**

## **EMERGENCY PROCEDURES**

*(See also Policy EBC)*

There will be a list posted in each classroom of safety procedures to follow in case of fire, tornado, and other emergencies. Drills following these procedures are held periodically for the benefit of the students and staff. In the event of an actual emergency, information will be communicated through local media, district website and social media, and use of automated dialer as available.

## **VIDEO & AUDIO RECORDINGS**

*(For full policy see KKB)*

The district has established limits on the use of recording equipment in order to minimize disruption and protect instructional time essential to improving student achievement. Any recording activity, even activity permitted under this policy, will be prohibited if the activity creates a disruption to the education process.

### **Recording by District Personnel**

The district may make audio or visual recordings to provide security, to maintain order, for professional staff development use or for other purposes related to furthering the educational mission of the district. This may include the use of video equipment in school buildings and on district transportation. No recording equipment will be placed in areas of the building where the occupant would have a reasonable expectation of privacy, such as restroom facilities or locker rooms. Recordings by or on behalf of district personnel that include students will be considered student records and will be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) and other applicable laws.

### **Recording by Students**

Joplin Schools prohibits the use of video or audio recording equipment on district property or at district activities by students except:

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

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

## **SAFE SCHOOLS ACT**

The Joplin School District has revised board policies as a result of the Missouri Safe Schools Act. The legislation outlines several policy requirements focusing on promoting a safe school

environment. Please take the time to read Joplin Schools Board Policy – JG-R Student Discipline, become familiar with the policy, and discuss the policy with your children.

### **WEAPONS IN SCHOOL (JFCJ)**

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

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

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

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

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

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

### **JUST TELL IT PROGRAM**

What You Can Do to Keep Your School, Your Friends, and Yourself Safe:

Just Tell It when you hear of a threat or observe something that makes you think a violent event is being planned:

- Tell your teacher, counselor, or principal.
- If you feel you cannot tell a school staff person, then tell your parents or a trusted adult.

- Telling is important! Reporting that someone is planning to hurt your classmates or your school IS NOT TATTLING.
- You may be saving lives and also helping a disturbed classmate get the help they need.

If You Feel You Cannot Tell an Adult...

- Call Missouri School Violence Hotline, 1-866-748-7047 to report any threats. You can remain anonymous.
- Or email: [justtellit@joplinschools.org](mailto:justtellit@joplinschools.org)

The Just Tell it program is a part of the Safe and Caring Schools and Community initiative at Joplin Schools.

# **STUDENT HEALTH SERVICES**

## **HEALTH SERVICES**

*(See also Policy JHC)*

In case of an illness or accident at school, students should report to the school nurse or office. If a student is so seriously ill or injured as to constitute an emergency, parents will be called. If a parent cannot be reached at once, the student may be sent to an emergency room of a hospital, and parents will be called as soon as possible. When it seems advisable, the student will be accompanied by a teacher or a school nurse. A school nurse will be available or on call to attend less serious cases of injury and illnesses that occur at school. Periodically, the nurse gives eye and ear tests to all students. Parents are then notified if any irregularity is discovered.

## **IMMUNIZATIONS**

*(See also Policy JHCB)*

All students attending school in the Joplin Schools District shall be in full compliance with Missouri State Law, Section 167.181. RSMo Cum. Supp. 1965 on immunization against communicable disease. Students failing to show proof of immunization against Polio, Diphtheria, Measles, Mumps, Tetanus, Pertussis, Hepatitis B, and Rubella shall not be permitted to enroll in school.

## **HEAD LICE**

Cases of head lice are found each year in the schools. School personnel take every precaution to prevent the spread of this highly transmittable scalp condition. To help with this, we ask that parents do the following:

- Check your child's head frequently.
- Call the school and notify us if you find head lice.
- Treat your child's head.

We have a "no nit" procedure regarding head lice that is strictly enforced for the protection of our students.

## **MEDICATION ADMINISTRATION TO STUDENTS (JHCD)**

The Joplin School District is not legally obligated to administer medication to students unless specifically included in a Section 504 plan or an Individualized Education Program (IEP). However, the Board recognizes that some students may require medication for chronic or short-term illness to enable them to remain in school and participate in the district's educational services. Further, the district prohibits students from possessing or self-administering medications while on district grounds, on district transportation or during district activities unless explicitly authorized in accordance with this policy. Therefore, medications will only be administered at school when it is not possible or not effective for the student to receive the medication at home.

Except for the emergency use of a prefilled epinephrine auto syringe, the district will not administer the first dose of any medication. Parents/Guardians are encouraged to arrange to administer prescription medications themselves when possible.

### **Over-the-Counter Medications**

The district may administer over-the-counter medication to a student upon receipt of a written request and permission to do so by a parent/guardian. All over-the-counter medications must be delivered to the school principal or designee in the manufacturer's original packaging and will only be administered in accordance with the manufacturer's label.

### **Prescription Medications**

The parent/guardian must provide the district with written permission to administer the medication before the district will administer the prescription medication to the student. The prescription label will be considered the equivalent of a prescriber's written direction, and a separate document is not needed.

### **Self-Administered Medications**

An authorized prescriber or a student's IEP or Section 504 team may recommend that an individual student with a chronic health condition assume responsibility for his or her own medication as part of learning self-care. The district will allow students to self-administer medication for the treatment of a chronic health condition including, but not limited to, asthma and anaphylaxis, in accordance with this policy and law. The district will permit the self-administration of other medications as required by the student's Section 504 plan or IEP. The district will not allow any student to self-administer medications unless:

1. The medication was prescribed or ordered by the student's physician.
2. The physician has provided a written treatment plan for the condition for which the medication was prescribed or authorized that includes a certification that the student is capable of and has been instructed in the correct and responsible use of the medication and has demonstrated to the physician or the physician's designee the skill level necessary to use the medication.
3. The student has demonstrated proper self-administration technique to the school nurse.
4. The student's parents have signed a statement authorizing self-administration and acknowledging that the district and its employees or agents will incur no liability as a result of any injury arising from the self-administration of such medication unless such injury is a result of negligence on the part of the district or its employees or agents.

### **Possession of Self-Administered Medications**

An authorized prescriber may recommend that an individual student with a chronic health condition be allowed to be in possession of his or her medication on district property for the purposes of self-administration. The district will permit possession of medication for the treatment of a chronic health condition including, but not limited to, asthma or anaphylaxis, on district property, at district-sponsored activities and in transit to and from school or activities in accordance with law. The district will also permit the possession of other medications for the purposes of self-administration as required by the student's Section 504 plan or IEP. The

district may otherwise permit the possession of medications for self-administration in accordance with law. No student will be permitted to possess any medication unless the parent/guardian has submitted all required authorizations and releases in accordance with this policy.

### **Emergency Medication**

All student-occupied buildings in this district are equipped with prefilled epinephrine auto syringes that can be administered by the school nurse or other school employee trained and supervised by the nurse when the nurse or trained employee believes, based on his or her training, that a student is having a life-threatening anaphylactic reaction. In accordance with law, qualified employees will be held harmless and immune from civil liability for administering epinephrine in good faith and according to standard medical practice.

Epinephrine 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 based on the recommendation of the school nurse, who will be responsible for maintaining an adequate supply. Parents/guardians who do not wish for emergency medicine to be administered to their student must notify the school in writing. The school principal will maintain a list of students who cannot receive epinephrine. A current copy of the list will be kept with the devices at all times.

### **Consequences**

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

The nurse or designee must maintain thorough documentation of all medications administered to students.

## **ADMINISTRATION OF MEDICATIONS TO STUDENTS (JHCD-AP)**

### **Definitions**

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

*Authorized Prescriber* -- Includes a health care provider licensed or otherwise authorized by state law to prescribe medication.

### **Medication Administration**

1. All medications must be delivered to the school principal or designee by the parent/guardian in a properly labeled container from the pharmacy or in the manufacturer's original packaging.

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

## **STUDENT INSURANCE**

*(See also Policy JHA)*

The school district's liability insurance does not provide medical coverage in the event of a student's accidental injury at school.



## **STUDENT RECORDS (JO)**

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

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

### **Definitions**

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

### **Health Information**

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

### **Parent and Eligible Student Access**

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

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

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

### **Directory Information**

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

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

The school district designates the following items as directory information.

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

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

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

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

### **Law Enforcement Access**

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

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

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

### **Children's Division Access**

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

### **Military and Higher Education Access**

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

## **Notification of Rights under FERPA for Elementary and Secondary Schools**

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

**The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.** Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) 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.

**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 a 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 advise them 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.

**The right to privacy of personally identifiable information in 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. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving 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 has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.*

Upon request, the School discloses education records without consent to officials of another 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 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.]

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

# DISTRICT NOTICES APPENDIX

## **PROHIBITION AGAINST ILLEGAL DISCRIMINATION AND HARASSMENT**

**General Rule** *(For full policy see Section 504, Title IX, BOE policy AC and IGBA)*

The Joplin Schools Board of Education is committed to maintaining a workplace and educational environment that is free from illegal discrimination or harassment in admission or access to, or treatment or employment in, its programs, activities and facilities. Discrimination or harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law is strictly prohibited in accordance with law. Joplin Schools is an equal opportunity employer. Students, employees and others will not be disciplined for speech in circumstances where it is protected by law. The Board also prohibits:

1. Retaliatory actions based on making complaints of prohibited discrimination or harassment or based on participation in an investigation, formal proceeding or informal resolution concerning prohibited discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing discrimination or harassment.
3. Discrimination or harassment against any person because of such person's association with a person protected from discrimination or harassment due to one (1) or more of the above-stated characteristics.

All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute illegal discrimination or harassment. *(For further definitions and examples of harassment and discrimination, review above policies fully.)*

### **Additional Prohibited Behavior**

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

### **Consequence**

Employees who violate this policy will be disciplined, up to and including employment termination. Students who violate this policy will be disciplined, which may include suspension or expulsion. Patrons, contractors, visitors or others who violate this policy may be prohibited from school grounds or otherwise restricted while on school grounds. The superintendent or designee will contact law enforcement or seek a court order to enforce this policy when necessary or when actions may constitute criminal behavior.

### **Compliance Officer**

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

Dr. Kerry Sachetta,  
Assistant Superintendent  
310 W 8<sup>th</sup> Street,  
Joplin, MO 64801  
417-625-5200

### **Investigation**

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

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

### **Grievance Process Overview**

1. If a person designated to hear a grievance or appeal is the subject of the grievance, the next highest step in the grievance process will be used.
2. Investigation and reporting deadlines are not mandatory upon the district when more time might be necessary to adequately conduct an investigation and to render a decision. When extended, the person filing the complaint will be notified. If more than twice the allotted time has expired without a response, the appeal may be taken to the next level.
3. Failure of the person filing the grievance to appeal within the timelines given will be considered acceptance of the findings and remedial action taken.
4. The district will investigate all grievances, even if an outside enforcing agency such as the Office for Civil Rights, law enforcement or the CD is also investigating a complaint arising from the same circumstances.
5. The district will only share information regarding an individually identifiable student or employee with the person filing the grievance or other persons if allowed by law and in accordance with Board policy.
6. Upon receiving a grievance, district administrators or supervisors, after consultation with the compliance officer, will take immediate action if necessary to prevent further potential discrimination or harassment during the pending investigation.

### **PROGRAMS FOR HOMELESS STUDENTS**

*(For full policy see IGBH, IGBCA, IGBCB and 20 U.S.C. §6391, §6812, 42 U.S.C. 11431)*

The district is obligation to identify and provide education and assistance to students who are homeless, migrant and are learning English as a second language.

The Joplin Schools Board of Education recognizes that homelessness alone should not be sufficient reason to separate students from the mainstream school environment. Therefore, the district, in accordance with state and federal law and the Missouri state plan for education of the homeless, will give special attention to ensure that homeless students in the school district have access to a free and appropriate public education.

Homeless students are individuals who lack a fixed, regular and adequate nighttime residence and include the following:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
2. Children and youths who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.
4. Migratory children who meet one (1) of the above-described circumstances.

#### **Coordinator**

The Board designates the following individual to act as the district's homeless coordinator:

Sandra Cantwell,  
Director of Student Services  
310 W 8<sup>th</sup> Street,  
Joplin, MO 64801  
417-625-5200

#### **PROGRAMS FOR MIGRANT STUDENTS (IGBCB)**

The Board of Education of Joplin Schools directs the administration to identify migratory children in the district, as required by law, and to develop written administrative procedures for ensuring that migrant students receive services for which they are eligible. In developing and implementing a program to address the needs of migratory children the district will:

1. Identify migratory students and assess the educational and related health and social needs of each identified student.
2. Provide a full range of services to migrant students including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs, elective classes, fine arts classes, etc.
3. Provide migratory children with the opportunity to meet the same statewide assessment standards that all children are expected to meet.



4. To the extent feasible, provide advocacy and outreach programs to migratory children and their families and professional development for district staff.
5. Provide parents an opportunity for meaningful participation in the program.

If the district identifies a migrant student, the superintendent or designee will notify the State Director and request assistance if needed.

## **PROGRAMS FOR ENGLISH LANGUAGE LEARNERS (IGBH)**

The Board of Education recognizes the need to provide equal educational opportunities for all students in the district. Therefore, if the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the district, the district shall take appropriate action to rectify the English language deficiency in order to provide the student equal access to its programs. Identifying students who are English language learners (ELL) and ensuring them equal access to appropriate programs are the first steps to improving their academic achievement levels.

### **Definitions**

- *Language Minority (LM)* – Refers to a student whose linguistic background, such as country of birth or home environment, includes languages other than English. Language minority is based solely on the student’s language background and not on proficiency.
- *Limited English Proficiency (LEP)* – Proficiency in reading, writing, listening or speaking English that is below grade- and age-level peers. Limited English proficiency is based on the assessment of a student’s English language proficiency.
- *English Language Learner* – Refers to an LM student with limited English proficiency.
- *English for Speakers of Other Languages (ESOL)* – An instructional approach that can include structured ESOL immersion, content-based ESOL and pull-out ESOL instruction.
  1. Structured ESOL immersion involves a bilingual teacher and a self-contained classroom.
  2. Content-based ESOL allows the student to remain in the regular classroom and focuses on delivering content in an adapted English format.
  3. Pull-out ESOL periodically removes students from the regular classroom for instruction in English.
- *Bilingual Education* – An instructional approach that explicitly includes the student’s native language in instruction. This approach requires an instructor fluent in the student’s native language and proficient in content areas and is often used where many ELL students share the same language and where qualified bilingual teachers are available.
- *Child* – Any individual age 3-21.
- *Parent* – Parent, legal guardian or person otherwise responsible for the child.
- *Language Instruction Education Program* – An instructional course in which an ELL child is placed for the purpose of developing and attaining English proficiency while meeting challenging state academic achievement standards as required by law. The program may make instructional use of both English and a child's native language and may

include the participation of English proficient children if such course is designed to enable all participating children to become proficient in English and a second language.

The district's coordinator for ELL programs is the director of special services.

The Board directs the coordinator to develop and implement language instruction programs that:

1. Identify language minority students through the use of a Student Home Language survey (see IGBH-AF1). The building administrator will develop procedures to ensure that all new and currently enrolled students complete the Home Language survey.
2. Identify LM students who are also English language learners. Any student who indicates the use of a language other than English will be assessed for English proficiency using the state-provided assessment instrument.
3. Determine the appropriate instructional environment for ELL students.
4. Annually assess the English proficiency of ELL students and monitor the progress of students receiving ESOL or bilingual instruction in order to determine their readiness for the mainstream classroom environment.
5. Provide parents with notice of and information regarding the instructional program as required by law. Parental involvement will be encouraged and parents will be regularly apprised of their child's progress.

## **PROGRAMS FOR STUDENTS WITH DISABILITIES**

*(For full Policy see 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. 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 Joplin 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.

## **TEACHER QUALIFICATIONS**

If a school receives Title I funds, parents can receive upon request information on the professional qualifications for their child's teacher and if the child is receiving services from a paraprofessional, the paraprofessional's qualifications as well (20 U.S.C. §6311, Policy GBL).

## **PUBLIC COMPLAINTS (Policy KL)**

The Board recognizes that situations of concern to parents/guardians or the public may arise in the operation of the district. Such concerns are best resolved by addressing them at the level where the concern originated through communication with the appropriate staff members. The administration has developed procedures for addressing those issues, copies of which are

available at each building. Any concern regarding federal programs administered by the Missouri Department of Elementary and Secondary Education (DESE) may also be appealed to DESE or the United States Department of Education as permitted or required by law.

If a complaint has been made and appealed in accordance with administrative procedures, the parent/guardian or member of the public may appeal the issue to the Board by submitting a written request to the superintendent or the secretary of the Board. The Board will address the complaint in an appropriate and timely manner.

### **PUBLIC COMPLAINTS PROCEDURES (Procedure KL-AP)**

The following steps are to be followed by parents/guardians or the public when questions or complaints arise regarding the operation of the school district or federal programs administered by the Department of Elementary and Secondary Education (DESE) that cannot be addressed through other established procedures.

1. Complaints on behalf of individual students should first be addressed to the teacher or employee involved.
2. Unsettled matters from (1) above or problems and questions concerning individual schools should be presented in writing to the principal of the school. The principal will provide a written response to the individual raising the concern within five (5) business days of receiving the complaint or concern.
3. Unsettled matters from (2) above or problems and questions concerning the school district should be presented in writing to the superintendent. The superintendent will provide a written response to the individual voicing the concern within five (5) business days of receiving the complaint or concern.
4. If the matter cannot be settled satisfactorily by the superintendent, it may be brought to the Board of Education. Written comments submitted to the superintendent or the secretary of the Board will be brought to the attention of the entire Board. The Board will address each concern or complaint in an appropriate and timely manner.

The decision of the Board shall be final except in the case of complaints concerning the administration of federal programs. In that case the complainant may go to the appropriate section of DESE and from there on to the United States Secretary of Education.

The Board considers it the obligation of the professional and support staff of the district to field the questions of parents/guardians or the public. Accordingly, the district will inform patrons of this complaint procedure and its availability.

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. All other grievances for which there is a specific policy or procedure will be addressed pursuant to that policy or procedure.

## **SURVEYING, ANALYZING OR EVALUATING STUDENTS (JHDA)**

### **Inspection**

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

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

### **Consent Required**

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

1. Political affiliations or beliefs of the student or the student's parent.
2. Mental or psychological problems of the student or the student's family.
3. Sex behavior or attitudes.
4. Illegal, antisocial, self-incriminating or demeaning behavior.
5. Critical appraisals of other individuals with whom respondents have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers.
7. Religious practices, affiliations or beliefs of the student or the student's parent.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

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

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

1. Any other protected information survey, as defined above, regardless of the funding source.
2. Any nonemergency, 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.

3. 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.

### **FEDERAL PROGRAMS PARENT INVOLVEMENT PROCEDURES (SECT. 1118 NCLB)**

The Board of Education of Joplin Schools assures that its federal programs are designed and implemented in consultation with parents and teachers of children being served. The purpose of the written parental involvement policy is to establish expectations for parental involvement in school district activities.

Joplin Schools assures the following:

1. Parents of students will be notified in a timely manner regarding their child's participation in the applicable program. They will be notified concerning:
  - A. Eligibility and identification
  - B. Development of program goals.
  - C. Progress in the program
  - D. Suggestions for supporting their children learning at home
2. The Director of Special Services will be responsible for an annual review of the programs. This review will be undertaken for the purpose of planning, development, and review of each federal program.
3. The Principal will facilitate planning and implementation of effective parent involvement.
4. The district will provide the coordination, technical assistance and other support necessary to assist schools in planning and implementing effective parental involvement activities designed to improve academic achievement and school performance.
5. The Principal, in conjunction with building staff, will develop parent capacity for effective involvement in the education process through building level activities: e.g.

Parent Advisory Councils, parent volunteers, parent-teacher conferences, parent training/workshops, in-service, and parent meetings.

6. The district will conduct an annual evaluation of the content and effectiveness of the parental involvement policy to:
  - A. Determine the effectiveness of the policy in increasing the participation of parents and:
  - B. Identify barriers to parental participation, particularly for those who are: economically disadvantaged, disabled, migratory, homeless or have limited English proficiency, limited literacy, or a racial or ethnic minority background.
7. The District will use the results of the annual evaluation to design strategies for school improvement and revise, if necessary, the parental involvement policy.

### **TEACHING ABOUT HUMAN SEXUALITY (IGAEB)**

The Board of Education recognizes that parents/guardians are the primary source of sexuality education for their children. The Board also recognizes that effective sexuality education, taught in concert with parents/guardians, helps students avoid risks to their health and academic success and prepares them to make informed decisions as adults. Therefore, pursuant to requirements of state law, if the district chooses to use any course materials and instruction relating to human sexuality and sexually transmitted diseases the materials and instruction shall be medically and factually accurate and shall:

1. Present abstinence from sexual activity as the preferred choice of behavior in relation to all sexual activity for unmarried students because it is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases and the emotional trauma associated with adolescent sexual activity. Students shall be advised that teenage sexual activity places them at a higher risk of dropping out of school because of the consequences of sexually transmitted diseases and unplanned pregnancy.
2. Stress that sexually transmitted diseases are serious, possible health hazards of sexual activity. Students shall be provided with the latest medical information regarding exposure to human immunodeficiency virus (HIV), acquired immune deficiency syndrome (AIDS), human papilloma virus, hepatitis and other sexually transmitted diseases.
3. Present students with the latest medically factual information regarding both the possible side effects and health benefits of all forms of contraception, including the success and failure rates for the prevention of pregnancy and sexually transmitted diseases, or present students with information on contraceptives and pregnancy in a manner consistent with the provisions of the federal abstinence education law.
4. Include a discussion of the possible emotional and psychological consequences of preadolescent and adolescent sexual activity and the consequences of adolescent pregnancy, as well as the advantages of adoption, including the adoption of special needs children, and the processes involved in making an adoption plan.
5. Teach skills of conflict management, personal responsibility and positive self-esteem through discussion and role playing at appropriate grade levels to emphasize that the

student has the power to control personal behavior. Students shall be encouraged to base their actions on reasoning, self-discipline, sense of responsibility, self-control and ethical considerations, such as respect for one's self and others. Students shall be taught not to make unwanted physical and verbal sexual advances or otherwise exploit another person. Students shall be taught to resist unwanted sexual advances and other negative peer pressure.

6. 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 chapter 566, RSMo., pertaining to statutory rape.

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 material in actual instruction.

### **HAZARDOUS MATERIALS (EBAB-AP1) (Asbestos Control)**

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

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

Any further information concerning the school district's procedures for asbestos control can be found in the school district offices.

### **EARTHQUAKE SAFETY FOR MISSOURI'S SCHOOLS**

**The New Madrid Seismic Zone Extends 120 Miles Southward** from the area of Charleston, Missouri, and Cairo, Illinois, through New Madrid and Caruthersville, following Interstate 55 to Blytheville and on down to Marked Tree, Arkansas. The NMSZ consists of a series of large,

ancient faults that are buried beneath thick, soft sediments. These faults cross five state lines and cross the Mississippi River in three places and the Ohio River in two places.

**The New Madrid Seismic Zone and surrounding region is Active, Averaging More than 200 Measured Events per Year** (Magnitude 1.0 or greater), about 20 per month. Tremors large enough to be felt (Magnitude 2.5 – 3.0) are noted every year. The fault releases a shock of 4.0 or more, capable of local minor damage, about every 18 months. Magnitudes of 5.0 or greater occur about once per decade. They can cause significant damage and be felt in several states.

**The Highest Earthquake Risk in the United States** outside the West Coast is in the New Madrid Seismic Zone. Damaging temblors are not as frequent as in California, but when they do occur, the destruction covers over more than 20 times the area due to the nature of geologic materials in the region. The 1968 5.5 magnitude Dale, Illinois earthquake toppled chimneys and caused damage to unreinforced masonry in the St. Louis area, more than 100 miles from the epicenter. A 5.2 magnitude earthquake in April 2008 in southeast Illinois, did not cause damage in Missouri, but was felt across much of the state.

**A Damaging Earthquake in this Area**, which experts say is about a 6.0 magnitude event, occurs about once every 80 years (the last one in 1895 was centered near Charleston, Missouri). There is estimated to be a 25-40% chance for a magnitude 6.0 – 7.5 or greater earthquake along the New Madrid Seismic Zone in a 50-year period according to the U.S. Geological Survey reports. The results would be serious damage to un-reinforced masonry buildings and other structures from Memphis to St. Louis. We are certainly overdue for this type of earthquake!

**A Major Earthquake in this Area - the Great New Madrid Earthquake of 1811-12** was actually a series of over 2000 shocks in five months, with several quakes believed to be a 7.0 Magnitude or higher. Eighteen of these rang church bells on the Eastern seaboard. The very land itself was destroyed in the Missouri Bootheel, making it unfit even for farming for many years. It was the largest release of seismic energy east of the Rocky Mountains in the history of the U.S. and was several times larger than the San Francisco quake of 1906.

**When Will Another Great Earthquake the Size of Those in 1811-12 Happen?** Several lines of research suggest that the catastrophic upheavals like those in 1811-12 visit the New Madrid region every 500-600 years. Hence, emergency planners, engineers, and seismologists do not expect a repeat of the intensity of the 1811-12 series for at least 100 years or more. However, even though the chance is remote, experts estimate the chances for a repeat earthquake of similar magnitude to the 1811-1812 New Madrid earthquakes over a 50-year period to be a 7 - 10% probability.

**What Can We Do to Protect Ourselves?** Education, planning, proper building construction, and preparedness are proven means to minimize earthquake losses, deaths, and injuries.

**Prepare a Home Earthquake Plan**



- Choose a safe place in every room--under a sturdy table or desk or against an inside wall where nothing can fall on you. Practice DROP, COVER AND HOLD ON at least twice a year. Drop under a sturdy desk or table, hold onto the desk or table with one hand, and protect the back of the head with the other hand. If there's no table or desk nearby, kneel on the floor against an interior wall away from windows, bookcases, or tall furniture that could fall on you and protect the back of your head with one hand and your face with the other arm.
- Choose an out-of-town family contact.
- Take a first aid class from your local Red Cross chapter. Keep your training current.
- Get training in how to use a fire extinguisher from your local fire department.
- Inform babysitters and caregivers of your plan.

### **Eliminate Hazards**

- Consult a professional to find out additional ways you can protect your home, such as bolting the house to its foundation and other structural mitigation techniques.
- Bolt bookcases, china cabinets and other tall furniture to wall studs.
- Install strong latches on cupboards.
- Strap the water heater to wall studs.

### **Prepare a Disaster Supplies Kit for Home and Car**

- First aid kit and essential medications.
- Canned food and can opener.
- At least three gallons of water per person.
- Protective clothing, rainwear, and bedding or sleeping bags.
- Battery-powered radio, flashlight, and extra batteries.
- Special items for infant, elderly, or disabled family members.
- Written instructions for how to turn off gas, electricity, and water if authorities advise you to do so. (Remember, you'll need a professional to turn natural gas service back on.)
- Keeping essentials, such as a flashlight and sturdy shoes, by your bedside.

### **Know What to Do When the Shaking BEGINS**

- DROP, COVER AND HOLD ON! Move only a few steps to a nearby safe place. Stay indoors until the shaking stops and you're sure it's safe to exit. Stay away from windows.
- In a high-rise building, expect the fire alarms and sprinklers to go off during a quake.
- If you are in bed, hold on and stay there, protecting your head with a pillow.
- If you are outdoors, find a clear spot away from buildings, trees, and power lines. Drop to the ground.
- If you are in a car, slow down and drive to a clear place (as described above). Stay in the car until the shaking stops.

### **Know What to Do AFTER the Shaking Stops**

- Check yourself for injuries. Protect yourself from further danger by putting on long pants, a long-sleeved shirt, sturdy shoes, and work gloves.
- Check others for injuries. Give first aid for serious injuries.
- Look for and extinguish small fires. Eliminate fire hazards. Turn off the gas if you smell gas or think it's leaking. (Remember, only a professional should turn it back on.)
- Listen to the radio for instructions
- Expect aftershocks. Each time you feel one, DROP, COVER, AND HOLD ON!
- Inspect your home for damage. Get everyone out if your home is unsafe.
- Use the telephone only to report life-threatening emergencies.

*The information contained in the flier was extracted from the American Red Cross website [http://www.redcross.org/services/prepare/0,1082,0\\_241\\_,00.html](http://www.redcross.org/services/prepare/0,1082,0_241_,00.html), Missouri State Emergency Management Agency website (<http://sema.dps.mo.gov/EQ.htm>) and the Federal Emergency Management Agency website (<http://www.fema.gov/hazard/earthquake>). **This flier could be distributed by school districts to each student annually to satisfy the requirements of RSMo 160.455***