

# GRAIN VALLEY SCHOOLS

## Middle School Student Handbook



# GRAIN VALLEY

## SCHOOLS

### South Middle School

901 S Ryan Road  
Grain Valley, MO 64029

**Office Hours:** 7:00am - 3:30pm  
**Student Hours:** 7:35am-2:50pm

**Phone:** 816.229.3499  
**Attendance:** Ext. 1203  
**Health Room:** Ext. 1205

#### Administration

Jim Myers - Principal  
Craig Hastings - Asst. Principal  
Chad Lograsso - Asst. Principal

#### Counselors

Amanda Sherman - Last Names A-K  
Cara Long - Last Names L-Z

### North Middle School

31608 E Pink Hill Road  
Grain Valley, MO 64029

**Office Hours:** 7:00am - 3:30pm  
**Student Hours:** 7:35am-2:50pm

**Phone:** 816.994.4800  
**Attendance:** Ext. 1175  
**Health Room:** Ext. 1105

#### Administration

Brandyn Harmon - Principal  
Mark Lyford - Asst. Principal  
Jessica Steffes - Asst. Principal

#### Counselor

Kelly Schick - Last Names A-K  
Scott Intagliata - Last Names L-Z

On behalf of the Grain Valley School Board, our administration, and faculty, we welcome you to our schools. We are pleased your family is a part of the Grain Valley School District and look forward to sharing a rewarding and successful learning experience with your child. We encourage and welcome your involvement to help us reach our goals. This parent-student handbook has been prepared to provide helpful information for the parents and guardians of students attending our schools. It would be impossible to address every situation and/or scenario which could occur at school. However, we have made every attempt to inform you of as much as possible. We work to ensure that the information in this handbook does not conflict with the language or intent of district policies, regulations or procedures. In the event of a discrepancy between our handbook and other written district materials, Board policies and district administrative procedures will take precedence.



## GRAIN VALLEY SCHOOLS

## 2023-2024 School Year

July							August							September						
Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa
						1							1	2	3	4	5	6	7	8
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30
30	31																			
October							November							December						
Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7							1	3	4	5	6	7	8	9
8	9	10	11	12	13	14	5	6	7	8	9	10	11	10	11	12	13	14	15	16
15	16	17	18	19	20	21	12	13	14	15	16	17	18	17	18	19	20	21	22	23
22	23	24	25	26	27	28	19	20	21	22	23	24	25	24	25	26	27	28	29	30
29	30	31					26	27	28	29	30			31						
January							February							March						
Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6							1							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16
21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23
28	29	30	31				25	26	27	28	29			24	25	26	27	28	29	30
														31						
April							May							June						
Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	Fr	Sa	Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6							1							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						

### July

- 25 - New Teacher Orientation
- 26 - New to District Orientation

### August

- 15-21 - Teacher Workday/In-Service
- 22 - First Day of School

### September

- 4 - Labor Day (No School)
- 29 - In-Service Day (No School)

### October

- 16 - In-Service Day (No School)
- 26 - 27 - Parent Teacher Conferences (No School)

### November

- 7 - In-Service Day (No School)
- 22-24 - Thanksgiving Break

### December

- 20 - End of Semester (Early Release)
- 21-29 - Christmas Break

### January

- 1- 2 - Christmas Break
- 3 - In-Service Day (No School)
- 4 - School Resumes (2<sup>nd</sup> Semester Begins)
- 15 - Martin Luther King Day (No School)

### February

- 12 - Full Day In-Service (No School)
- 19 - President's Day (No School) (Snow Make Up Day)

### March

- 18-22 - Spring Break
- 29 - Easter Break

### April

### May

- 23 - Last Day of School (Early Dismissal)
- 24 - Snow Make Up Day
- 27 - Memorial Day
- 28-31 - Snow Make Up Days

### June

- 3-28 - Summer School
- 19 - Juneteenth (No School)

- No Student Attendance
- No Teacher/Student Attendance
- First/Last Day of School
- First/Last Day of Summer School

- 1<sup>st</sup> Semester Days - 78
- 2<sup>nd</sup> Semester Days - 92
- 170 - Days of School
- 182 - Teacher Contracted Days
- 185 - New to District Contracted Days
- 186 - New Teacher Contracted Days

# BELL SCHEDULES

## South Middle School

Hour	6th Grade	7th	8th Grade
0	7:35-7:51 Homeroom (Grab and Go Breakfast)	7:35-7:51 Homeroom (Grab and Go Breakfast)	7:35-7:51 Homeroom (Grab and Go Breakfast)
1	7:55-8:48 (EXPLO 1)	7:55-8:48 (CORE 1)	7:55-8:48 (CORE 1)
2	8:52-9:45 (CORE 1)	8:52-9:45 (EXPLO 1)	8:52-9:45 (CORE 2)
3	9:49-10:42 (CORE 2)	9:49-10:42 (CORE 2)	9:49-10:42 (EXPLO 1)
4	10:46-11:39 (Explo 2)	10:46-12:08 (CORE 3) Lunch A: 10:50-11:15 Lunch B: 11:00-11:25	10:46-12:08 (CORE 3) Lunch A: 11:30-11:55 Lunch B: 11:40-12:05
5	11:43-1:05 (CORE 3) Lunch A: 12:15-12:40 Lunch B: 12:25-12:50	12:12-1:05 (Explo 2)	12:12-1:05 (CORE 4)
6	1:09-1:57 (SOAR)	1:09-1:57 (SOAR)	1:09-1:57 (SOAR)
7	2:01-2:55 (CORE 4)	2:01-2:55 (CORE 4)	2:01-2:55 (EXPLO 2)
Dismissal: 2:54 Walkers, Car Riders, 8th Graders, and Bus 8 & 12. 2:56: All Remaining Students			

## North Middle School

Hour	6th Grade	7th Grade	8th Grade
0	Homeroom (15 min.) 7:35-7:50 (grab & go breakfast)	Homeroom (15 min.) 7:35-7:50 (grab & go breakfast)	Homeroom (15 min.) 7:35-7:50 (grab & go breakfast)
1	Core #1 (52 min.) 7:55-8:47	Explo #1 (52 min.) 7:55-8:47	Core #1 (52 min.) 7:55-8:47
2	Explo #1 (52 min.) 8:52-9:44	Core #1 (52 min.) 8:52-9:44	Core #2 (52 min.) 8:52-9:44
3	SOAR (40 min.) 9:49-10:29	SOAR (40 min.) 9:49-10:29	SOAR (40 min.) 9:49-10:29
4	Core #2 (85 min.) *10:34-11:59 A Lunch 11:04-11:28 B Lunch 11:16-11:40	Core #2 (52 min.) 10:34-11:26	Explo #1 (52 min.) 10:34-11:26
5	Core #3 (52 min.) 12:04-12:56	Explo #2 (52 min.) 11:31-12:23	Core #3 (85 min.) *11:31-12:56 A Lunch 11:51-12:15 B Lunch 12:03-12:27
6	Explo #2 (52 min.) 1:01-1:53	Core #3 (85 min.) *12:28-1:53 A Lunch 12:38-1:02 B Lunch 12:50-1:14	Core #4 (52 min.) 1:01-1:53
7	CORE #4 (52 min.) 1:58-2:50	Core #4 (52 min.) 1:58-2:50	Explo #2 (52 min.) 1:58-2:50
<ul style="list-style-type: none"> <li>• 2:50 - Dismissal Begins                             <ul style="list-style-type: none"> <li>■ Car riders &amp; shuttle buses dismissed by intercom</li> <li>■ Bus riders will be dismissed by intercom as they arrive</li> </ul> </li> <li>• *Announcements will be shown at the beginning of the lunch hour.</li> </ul>			

## ATTENDANCE POLICIES

### ARRIVAL

Students may enter the building at 7:35 am. Upon entering the building students electing to eat school breakfast should go to the cafeteria for a grab and go breakfast, then proceed to their homeroom. All other students should go directly to their homeroom. Once a student has arrived in their homeroom classroom, they will not be permitted to leave until the 7:50 bell, unless permission is granted from their teacher.

If a student arrives late to school after 7:55 am, but before 8:30 am, they are able to sign themselves in. They should report directly to the office to receive an admit slip for class. These students' attendance will be marked in accordance with district policy

### DISMISSAL

Dismissal begins at 2:50 pm. Students should not leave their assigned 7th hour classrooms until dismissed by intercom.

Students not having practice, tutoring, club, or other after school activity should be out of the building and on their way home by 3:05 p.m.

### LEAVING SCHOOL BEFORE DISMISSAL

Students leaving school prior to dismissal are required to be signed out in the office by a parent or guardian who must indicate the reason the student is leaving.

### REPORTING ABSENCES

If your student will be absent from school for any reason, a parent/legal guardian should contact the office. Please be prepared to state the reason for the absence.

#### SMS Attendance Secretary

816.229.3499 Ext. 1203

#### NMS Attendance Secretary

816.994.4800 Ext. 1175

If absences are due to a doctor's visit or medical reason, a note from the physician, dentist, orthodontist, etc. should be sent to the office for documentation. However, please note that absences due to medical reasons - even with a provided note - impact your student's attendance and will count against your student's attendance count/percentage when applying state law, School Board attendance policies, and incentive based field trips.

### BOARD POLICY REGARDING ABSENCES

Student attendance will be closely monitored. The following intervention strategies and other actions may be

implemented (see School Board Policy JED-AP1 for more information):

1. When a student has accumulated five (5) absences in any quarter, the building principal or designee may contact the parent to discuss the student's attendance and current level of academic performance.
2. When a student has accumulated eight (8) absences in a semester, the building principal may make contact with the parents and/or school resource officer (SRO).
3. When a student has accumulated twelve (12) absences in a semester, the district will determine whether there is reason to suspect educational neglect or whether the parent is violating the compulsory attendance laws.
4. More than twelve (12) absences in a semester will be a factor in determining whether the student may be retained or required to attend summer school as a condition of promotion.

The school may implement any of the consequences and interventions outlined above for students in grades six (6) through eight (8). Because students in grades six (6) through eight (8) are expected to take more responsibility for their actions, students will be included in interventions.

The district will contact the Children's Division (CD) or the local prosecutor in cases where the district has a reasonable suspicion that a student's lack of attendance constitutes educational neglect on the part of the parents or that parents are in violation of the compulsory attendance law.

### TARDINESS TO SCHOOL

Classes begin promptly at 7:55 am. If a student does not ride the bus and is late to school for any reason, he/she is considered tardy.

Tardies and absences will be marked in accordance with district policy. (Refer to the Board of Education Policy for more information.) In addition, a student participating in extracurricular activities who is tardy (other than those excused by a doctor's note) to school by more than 20 minutes will be ineligible for all practices and/or competitions that day.

### TARDINESS TO CLASSES

Students receive a passing time between each class period to visit lockers, use the restroom, and visit with peers. Students who do not effectively utilize the passing period and arrive at their next class after the tardy bell rings and/or without the needed supplies are considered tardy. Classroom teachers record tardies in PowerSchool for each

hour. Tardies that accumulate within a given quarter receive the following consequence(s):

<b>Tardy</b>	<b>Consequence</b>
1-3	Warning
4	Warning & Parent Contact
5	1 day lunch detention
6	2 days lunch detention
7	1 hour detention
8	2 hour detention
9	3 hour detention
10	1 days ISS
11+	1 days ISS plus an additional day for each tardy over 10

## BEHAVIOR ACCOUNTABILITY

Grain Valley Middle Schools utilize behavior intervention strategies that help teachers, administrators, parents and students learn techniques to effect positive change and create a healthy learning environment for all. We accomplish this through grace and accountability.

At Grain Valley Middle Schools it is:

- **Never okay to be disruptive to the learning environment.**
- **Never okay to be hurtful: Physically, emotionally, and property.**

Within the classroom, teachers will utilize strategies to regulate students which may include redirection of behavior, private conversation, or moving to a more regulating space within the classroom. When the in-class strategies are ineffective at regulating the student, the teacher may utilize another classroom for that student or provide a short break before utilizing the focus/recovery room teacher.

The recovery/focus room is a classroom staffed with a certified teacher that offers a place to regulate mentally, physically, and emotionally when the student has become dysregulated. They will be deemed ready by the recovery room teacher to return to the classroom after receiving coaching and are clearly regulated to move on with their day in the regular classroom. This process includes but is not limited to; a space to calm down, reflection of behavior (written or verbally), and time arranged for the student to discuss a plan with the classroom teacher for replacing their missing skills and practicing those skills.

## CODE OF CONDUCT

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action. However, it is the purpose of this code to list certain offenses which, if committed by a

student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in Board of Education Policy JG-R, as allowed by law. This code includes, but is not necessarily limited to, acts of students on school playgrounds, parking lots, school transportation or at a school activity whether on or off school property.

Below is a summary of offenses and possible discipline procedures which may be used by the administration which includes the building principal(s) or designee. No code can be expected to list each and every offense which may result in the use of disciplinary action. However, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of certain disciplinary action. The seriousness of the offense and the number of past offenses will be determining factors as to which level will be used. The administration will generally use these means to discipline a student. Refer to Board of Education Policies JG and JG-R for complete discipline policies. Copies are available in the office upon request.

### Offenses

- Academic Dishonesty
- Arson
- Assault
- Automobile/Vehicle Misuse
- Bullying and Cyberbullying
- Bus or Transportation Misconduct
- Dishonesty
- Disrespectful or Disruptive Conduct or Speech
- Drugs/Alcohol
- Extortion
- Failure to Care for or to Return District Property
- False Alarms
- Incendiary Devices or Fireworks
- Fighting
- Threats and Verbal Assaults
- Gambling
- Harassment
- Hazing
- Public Display of Affection
- Technology Misconduct
- Theft
- Tobacco & Nicotine Delivery Devices
- Truancy and Tardiness
- Sexting and/or Possession of Sexually Explicit, Vulgar, or Violent Material
- Sexual Harassment
- Unauthorized Entry
- Vandalism
- Weapons

## Disciplinary Action

- **Conference** with Administration
- **Lunch Detention** - During a student's lunch shift, students will sit away from their lunch table. This could be a table in the cafeteria, a teacher's classroom, or the office.
- **After School Detention/Night School** - Supervised time after school in increments of 1, 2, or 3 hours. Parents are responsible for transportation home.
- **Other Intervention Options** – Referral to Counselor – Parental Conference – Loss of Privileges – Behavior Contract – Target Behavior Sheet – Exclusion from Extracurricular Activities – Financial Settlement – Probation – Referral to Youth Court – Mediation – Other
- **In-School Suspension**
- **Out-Of-School Suspension**
- **Expulsion**

In-School Suspension and Out-Of-School Suspension will carry a loss of participation in or attendance at extracurricular activities during the suspension.

## **PERSONAL ELECTRONIC DEVICES**

Student use of personal electronic communication devices (cell phone, smart watches, etc.) is prohibited throughout the school day. Cell phones should be turned off and kept in the student's locker. Any student having a device on their person, heard, or used without permission from 7:35 am until they are dismissed to their car or their assigned school bus is considered a violation.

Additionally, earbuds and headphones should not be in or on ears throughout the day without direct permission from your classroom teacher. All earbud and headphone violations will follow the same accountability protocols as other personal electronic communication devices.

No camera or video-capable electronic device may be used in the school setting. Any violation of this policy may result in consequences as outlined in Board Policy JG-R1.

**Any student in violation of these expectations will result in the following consequences:**

- 1st Offense** - Warning, parent notification, and confiscation until picked up by the student at the end of the day.
- 2nd Offense** - Parent notification, confiscation until picked up by the student at the end of the day, 1-hour after school detention.
- 3rd Offense** - Parent notification, confiscation until picked up by the student at the end of the day, 3-hour after school detention.

Subsequent offenses may result in additional consequences, up to and including in-school suspension, out-of-school suspension, or a specific support plan. Specific support plans may include actions such as leaving electronic devices in the office, etc.

If a student refuses to give his/her device to school personnel when asked, it will result in removal from the classroom, immediate parent notification, and in-school suspension.

If a student has questions regarding the confiscation of their electronic device they should give it to the adult and then ask to speak with them at an appropriate time and place.

The school reserves the right to search a privately owned device in accordance with applicable laws and policies if there is a reasonable suspicion that the student has violated the Grain Valley R-5 School District policies, procedures, rules, or engaged in other misconduct while using the device. Violation of school district policies, local, state and/or federal laws may result in the revocation of privileges.

## Social Media/Online Communication

Social media or online communication sites can be important tools for users. Students are encouraged to exercise extreme caution when participating in any form of social media or online communications. Social media is defined as any form of electronic communication through which users share information, ideas, messages, images, photos, and other content by way of social media sites including, but not limited to: Facebook, Twitter, YouTube, Instagram, Snapchat, TikTok, and Blogs. **Any use of social media which disrupts the educational environment or which advocates the violation of any school policy is unacceptable and may result in disciplinary action from the school administration.**

## Other Electronic Devices

Gaming devices, electronic music players, speakers, and other electronic equipment should not be brought to school unless authorized by a teacher or school administration. Continued violation will result in disciplinary action.

## **STUDENT DRESS AND APPEARANCE**

We are committed to a dress code intended to prevent material and substantial disruptions at school, and is equally and neutrally enforced while allowing individual student expression. A student's dress should be appropriate for a school learning environment. Any part of a student's wardrobe, personal grooming or overall appearance, which in the reasonable estimation of the administration, would disrupt the classroom and/or interfere with the intended

function of the school will not be allowed, and students will be asked to make changes or face disciplinary action. Only clothing and personal grooming that dignifies the person for the occasion of teaching and learning is expected. Proper dress is expected at school activities as well. Exceptions are granted for religious or medical reasons only.

Acceptable standards for dress and personal appearance for all students are as follows:

1. Except during approved spirit days or for other approved exceptions, attire must be worn in the manner for which it was designed. Non-clothing items are not permitted to be worn as clothing. Only typical accessories are permitted to be worn or carried.
2. Any part of a student's wardrobe, personal grooming or overall appearance which in the reasonable estimation of the administration, would disrupt the classroom and/or interfere with the intended function of the school will not be allowed and students will be asked to make changes or face disciplinary action.
3. Some type of footwear must be worn. However, some courses may prohibit exposed footwear for safety purposes. (eg. PLTW, PE, science, field trips, etc.).
4. In order to provide for student identification and safety purposes, head coverings cannot completely cover a person's face or eyes. Exceptions may be made for medical or religious purposes.
5. Wearing apparel that has written and/or graphic display items which are prohibited by law for minors to use and/or purchase will not be allowed (eg. weapons, alcohol, tobacco, drugs, other controlled substances)
6. Wearing apparel that has vulgar or sexually suggestive wording, profanity, graphic displays, racist language and/or symbols will not be allowed.
7. Students are not to wear clothing, buttons, patches, jewelry, make-up, face/body paint, or any other items with words phrases, symbols, pictures or signs that are indecent, profane, or substantially disruptive, including items that are reasonably expected to intimidate other students on the basis of race (eg. KKK, swastika, and the Confederate Flag), color, national origin, sex, gender, sexual orientation, disability, age or religious affiliation.
8. Outfits with see-through materials, backless/strapless/low-cut or revealing tops, or any styles that do not completely cover private areas of the body are prohibited.

Students found in violation of the dress code may be sent to the office by any member of the school staff at any time of the school day. Students are given the following choices by an administrator upon receipt of a dress code referral:

1. Wear one of the office-provided t-shirts (if applicable).

2. Adjust their own clothing to meet dress code requirements, (i.e. add a jacket or other appropriate item to cover up the "exposed" area(s) or turn shirt inside out if applicable).
3. Phone home and have alternative clothing brought to the student at school. If a student chooses this option, they will wait in the office for clothing.

Students who are habitual offenders of the school dress code policy will face appropriate disciplinary action.

## GUIDANCE AND COUNSELING

Grain Valley Middle Schools offer guidance and counseling services as a part of their educational programs. Services available include individual, academic, career, and group counseling. Students who wish to talk with a counselor should complete the counseling request form in their Google Classrooms, and a notification will be sent to the counselors.

Parents are welcome to call or schedule an appointment if they have questions or concerns regarding their child. In addition to the services provided by our middle school counselors, Grain Valley Middle Schools also partner with area mental health organizations to offer site based therapy and case management services. Parent/guardian permission is always required and certain insurance requirements must be met prior to establishing services.

## TRANSPORTATION

Questions regarding bus transportation should be directed to the Director of Transportation at 847-5004.

### SCHOOL BUS RIDING RULES

Disorderliness on the school bus will distract the driver's attention from their driving and become a safety hazard for the whole bus; therefore, if a student cannot comply with the bus rules, they will be issued a Bus Misconduct Notice and may be denied the privilege of riding the bus.

1. The bus driver is in charge of the students and the bus. Students are to follow driver's instructions on the bus, same as for a teacher in the classroom.
2. Classroom conduct is to be observed by the students while riding the bus, except for ordinary conversation with a seatmate.
3. Students must be on time for the bus. Students should be outside and visible at least 5 minutes before the regular pick-up time.
4. Students must remain seated and facing forward at all times until the bus comes to a complete stop at their school or bus stop.
5. The driver may assign seats as necessary for behavior related issues.

6. High School & Middle School buses will have separate seating areas for Boys & Girls. No Coed seating will be permitted.
7. Eating & Drinking on the bus is not allowed.
8. Students are to speak and treat each other respectfully. Profanity is not allowed.
9. Students must not, at any time, extend arms or head out of the bus windows.
10. No objects may be thrown on the bus or out the windows of the bus.
11. Smoking & Tobacco products are not allowed on the bus.
12. Music from electronic devices should not be out loud – External speakers are prohibited.
13. Toys are not allowed on the bus.
14. Unnecessary conversation with the driver is prohibited.
15. Students must get on/off the bus at their designated bus stop.
16. Students must have a ‘Bus Pass’ to ride any bus other than their assigned bus.
17. A ‘Bus Pass’ can only be issued by the secretary at school and only with a signed note from a parent authorizing the student to ride home with another student.
18. No animals are allowed on the bus.
19. No glass containers are allowed on the bus.
20. Students who must cross the road to load/unload the bus, must cross in front the street in front of the bus and only after the driver signals the student that it is ‘safe’ to do so.

Students waiting at a bus stop should stand back and not approach the bus until it has come to a complete stop and the driver has opened the door.

## BUS DISCIPLINE

In the event that a student cannot comply with the Bus Rules, the driver can employ any /all of the following steps:

1. Verbal warning
2. Seat reassignment
3. Bus Misconduct Notice.

Once a Bus Misconduct Notice is issued, the Director of Transportation will contact the parent/guardian of the student and enforce the following consequences:

- 1st Offense - Parent Notification
- 2nd Offense - Bus suspension (1 day)
- 3rd Offense - Bus suspension (3 days)
- 4th Offense - Bus suspension (5 days)
- 5th Offense - Bus suspension (10 days)
- 6th Offense - Bus suspension (30 days)
- 7th Offense - Loss of bus riding privileges for the remainder of the school year

The severity of the offense, or multiple violations during a bus ride, could result in the consequences being “stepped up” beyond the above listed progression.

Any incidents involving violence toward other persons or property, as well as the possession/use of drugs, alcohol, cigarettes, nicotine delivery devices, or weapons will be reported to the school principal and/or School Resource Officer for compliance with the Missouri Safe Schools Act.

Flowers, balloons, bouquets, and gifts will not be delivered to students or allowed to be taken home on the bus. Parents will be contacted to pick up the item in the office.

## STUDENTS NOT RIDING THE BUS

For the safety of our students, students are **NOT** allowed to ride bicycles or skateboards to either middle school.

- **South Middle School** students will not be allowed to walk from school without **written** parental permission.
- **North Middle School** students are **NOT** allowed to walk to or from school.

## GENERAL INFORMATION

Items under the General Information heading are listed in alphabetical order.

## ATTENDANCE AT GVSD SCHOOL ACTIVITIES

Grain Valley Middle School students are encouraged to attend and support GVSD activities. All students should set a positive example in everything they do - showing courtesy toward fellow fans and students, our guests and their followers, and officials - both at activities and in the community. Good sportsmanship is what sets our schools and community apart.

## CAFETERIA PROCEDURES

All students must go to the cafeteria during their assigned lunch period.

### Lunchroom Rules:

- Put all litter in waste baskets
- Leave table and floor around your seat in clean condition
- Speak softly and only to those at your table
- No food or drinks may be taken out of the cafeteria

Students may make deposits into their lunch accounts before 9:30 am daily. Deposits received after 9:30 am will not be posted until the following day. Students arriving to school late may make a deposit during lunch, but only if accompanied by a note from the office stating the student

was late. Parents are urged to send in enough money to cover the weekly or monthly lunch fee.

Payments may also be made online via [myschoolbucks.com](https://myschoolbucks.com). For any net deposit of \$50 or more into any student's account that results in a positive balance of \$50 or more, a free "bonus" meal will be credited to that student's account.

Students should have enough money in their account at all times to cover their lunch charges. Students who do not have enough money in their account may charge a lunch. Students may not charge ala carte items. Once a student's account becomes negative more than the equivalent of three school days of meals, he/she will be offered an alternative lunch.

Parents can access their student's account balance and see what purchases are being made 24 hours a day by establishing an account through the [myschoolbucks.com](https://myschoolbucks.com) website and linking their student to their adult account. Otherwise, any curriculum-based inquiries can be found throughout the website at [www.grainvalleyschools.org](https://www.grainvalleyschools.org). Click on Powerschool and follow the directions to go onto your child's account.

The Grain Valley R-5 School District participates in a federal program that allows for free and reduced priced lunches to qualifying families. Please complete the online application located in the Food Services area on the district web page at [www.grainvalleyschools.org](https://www.grainvalleyschools.org) or at [www.myschoolapps.com](https://www.myschoolapps.com). If access to a computer is not available, a paper application can be provided upon request.

Candy, food, and drink is not allowed outside of the cafeteria without approval from teachers or building administration. **Water is permitted in a container with a resealable lid. No open containers are allowed.**

## EXTRA CURRICULAR ACTIVITIES

Grain Valley Middle Schools provide students with activities to attend and participate in throughout the year. These activities are an extension of the school day; therefore, all school rules will be enforced at these events. Failure to comply with rules will result in the student's removal from the activity and/or disciplinary action.

Students serving out-of-school suspension cannot attend any school activity or practice on the day of that suspension. Students serving in-school-suspension may be in attendance at school activities, but **may not participate** in any practices, contests, or performances. ISS is considered complete at the end of the last day of assigned suspension. Students on homebound instruction will not be permitted to participate in extracurricular activities. (Refer to Board Policy IGD for additional information).

## Academic Standards for Extracurricular Activities

Students in grades 6-8 must maintain certain academic standards in order to be eligible to participate in MSHSAA sponsored activities. It is the student's responsibility to know and meet the eligibility criteria. If a student fails to meet these minimum standards, the student will be ineligible for the entire quarter. A student's academic eligibility is based upon the following criteria:

- Each student must be enrolled in 7 credit earning classes each quarter
- A student's eligibility is based upon their most recent quarter grades/credits earned
- A student must pass 6 of 7 of enrolled courses each quarter
- A student who was academically ineligible the preceding quarter, but meets the academic standard at the end of that quarter, becomes eligible when the student has attended the fifth day of classes
- Students will NOT be allowed to use Summer School credit to regain eligibility for the following semester
- Students will NOT be allowed to use Credit Recovery/Transition credits to regain eligibility for the following semester

## FEES

All middle school students in grades 6-8 are assessed a \$20 supply/activity fee at the beginning of the school year. This fee includes printing, calculators, locks for regular lockers (SMS only), student recognition activities, etc.

Additionally, Many of our elective courses have a \$15/\$20 supply fee - Art I, Art II, Art III, Advanced Art, Sculpture I, Sculpture II, Concert Choir, Creative Design, FACS, Bon Appetit, Design & Modeling, Flight & Space, Medical Detectives, Music Composition (SMS only), and Introduction to Woodshop.

If your student is enrolled in any of these elective courses, you will see these supply fees on your PowerSchool account at the beginning of the quarter in which they take the course.

Fees may be paid online via MySchoolBucks, or you may send cash or check (made payable to Grain Valley Schools in blue or black ink) to school with your student. Payments brought to school may be delivered to the front office or to your student's elective teacher.

Any unpaid fees from previous school years will also appear on your current balance in PowerSchool. Payments for fees are applied to the oldest fees first. If you have any questions about these fees, please reach out to your student's school.

## **HEALTH ROOM & MEDICATION AT SCHOOL**

### **Contagious Illness/Communicable Disease**

Students will be excluded from school due to illness based upon recommendations of "Prevention and Control of Communicable Disease". This complete manual is able to be viewed at [www.dhss.mo.gov](http://www.dhss.mo.gov). Students will also be sent home from school if the following are present:

1. Diarrhea as defined by watery stools, decreased form of stool that is not associated with changes of diet. Students can return to school once the diarrhea subsides.
2. Fever as defined as any student with a temperature of 100.0 or greater. The student must remain home until he/she has been fever free, without the use of medication, for 24 hours.
3. Vomiting – Students must remain home if they have had two or more episodes of vomiting in the previous 24 hours. Student should be excluded from school until vomiting stops or until a health care provider determines that the cause of vomiting is not contagious and that the child is not in danger of dehydration.

### **Emergencies /Injury Guidelines**

Students who have a medical emergency or injury at school will be treated according to the "Emergency Guidelines for Schools and Child Care Facilities" manual. This manual is available in each school building and at [www.dhss.mo.gov](http://www.dhss.mo.gov).

### **Medication Guidelines**

Medications should be administered at home whenever possible. Medications prescribed for three times per day can generally be given before school, after school, and at bedtime. If medications are given at school these guidelines must be followed.

1. All medications (prescription and over the counter) must be prescribed by a physician either by a prescription or a written physician's order.
2. A medication consent form must be signed by a parent/guardian for each medication.
3. Medications should be brought to school by an adult and the first dose of any medication will not be given by the school.
4. Medications must be in an original, current prescription bottle. Pharmacists will provide an extra labeled bottle for school doses.
5. Medications sent in envelopes, baggies, etc. will not be given.
6. The prescription label must contain the child's name, name of medication, dosage, and directions (time of doses, etc.)
7. Over the counter medications must be in the original container, with a written doctor's order stating the student's name, name of medication, dosage, directions, reason for giving medication and any contraindications.

8. Expired medications will not be given. Prescriptions over thirty days old will not be given unless the prescription indicates a two or three month supply.
9. Parents must provide medications. Our schools do not stock medications.

### **Head Lice**

If a student is infested with live head lice, the student will be removed from school by parent/guardian and may not return to school until treatment is completed and no live head lice remain. When a student who had a live head lice infestation returns to school, the student will be transported by a parent/guardian and the student will be examined again by the school nurse/health aide. If live head lice are found at this time, the parent/guardian will again be called and instructed concerning treatment of the head lice. The student will be excluded from school for 24 hours to allow for additional treatment. This process will continue until the student is free of head lice. A student who was identified as having nits but not a live head lice infestation will be re-examined within five calendar days of the initial identification. If this examination reveals nits are still present, the parent/guardian will again be instructed on treatment options. This process will repeat until the student is free of nits.

### **LIBRARY MEDIA CENTER: GUIDELINES/POLICIES**

The following guidelines govern the borrowing of books and magazines from the GVNMS library:

1. Students may check out up to four library items for a 2-week period and one magazine for a 2-week period as long as they do not have overdue books.
2. A renewal of two additional weeks may be added unless the book is on reserve for another student.
3. A student may only have five items checked out at a time.
4. Any student may return items at any time during the school week. Please do not disturb other classes or individual(s) working in the library.
5. Fines will not be charged for overdue library books. However, should the book be damaged beyond repair or lost, a replacement fee for the book will be charged.
6. Students may not be able to check out books generally at least two to three weeks before the last day of school to allow for end of year inventory.
7. If the student fails to return the book by the end of the school year, he/she will be responsible for the replacement cost of the book.
8. When coming to the library on an individual basis each student will need to have a pass signed by his/her teacher.
9. Chromebook Usage – students using chromebooks in the library are subject to the same chromebook device use and policies agreement.

10. Students will need to view the student printing guidelines video/presentation before coming to the library to use the student printer.

## LOCKERS

All students will be assigned lockers. If students wish to attach anything to the inside of the locker for decoration, it should be done so with tacky putty or a magnet rather than tape.

Students are responsible for the materials left in their lockers. It is important that students lock up their belongings and do not share their combination with others. *Items of extraordinary value should not be brought to school.* Lockers are school property and remain under the jurisdiction of the school. The administration reserves the right to inspect lockers “based on reasonable suspicion of law, district policy, or other rules applicable to students.” (Board Policy JFG). K-9 (dogs) will be on school premises periodically.

## OFFICE PHONE USE

Students will not be called from class to talk to a parent unless it is an **emergency**. Messages will be given to students if they are of an urgent nature. Students may be allowed to use the phone in the office to call for practice work, uniforms, etc.

Students **should not use their cell phone if they are feeling ill**. They should report to the health room. This will be considered unauthorized use of a cell phone (see electronic communication device section).

## SCHOOL CLOSINGS

If school is closed or released early because of inclement weather, announcements will be made on radio stations, local television stations, social media, and posted on the district website at [www.grainvalleyschools.net](http://www.grainvalleyschools.net). Parents will also be notified via the School Messenger Notification System. **Please do not call the school office for this information.** Please discuss with your child where he/she should go in the event that school is dismissed early.

## SCHOOL RESOURCE OFFICER

Grain Valley Schools partners with the Grain Valley Police Department by assigning a School Resource Officer (SRO) at each middle school to assist with safety, security, and maintaining a respectful learning environment. In addition, the SRO helps to resolve conflicts among students and presents law related topics. School Resource Officers will also conduct criminal investigations of any crime occurring on school property. Anyone who wishes to report a crime, or wants to speak with the SRO about a problem or concern should call their respective middle school.

NMS - Officer Danny Iiams  
SMS - Officer Lisa Romano

## SNOW DAYS (AMI DAYS)

Alternative Methods of Instruction Days (AMI Days) are instructional days for students when the district is closed due to inclement weather, emergency, or exceptional circumstances when the district must close. Teachers within the district will create grade appropriate lessons in Google Classroom for each of the 6 approved AMI days. Lessons will be posted by 8 am in Google Classroom and attendance will be taken based on work completed. All work is self-paced and asynchronous (NOT live instruction).

## SOAR

The purpose of SOAR is to establish a time period each day when teachers and students can interact using structured activities designed to foster a sense of pride and belonging along with character development. SOAR is also used as a designated time for the implementation of re-teaching, as well as, academic and behavioral enrichments and interventions.

## VISITORS

All visitors must report to the office area before going to **any** part of the building. All school buildings utilize the Raptor visitor management software. State issued IDs will be scanned prior to visiting any area of the building. School age students not enrolled in Grain Valley Schools will not be allowed to visit classes, have lunch, etc. unless prior permission has been given by the principal.

## 1:1 STUDENT CHROMEBOOK GUIDELINES

Our vision is that Grain Valley Middle School students acquire the skills necessary to select and manage digital tools that will empower them in all phases of the learning process, including research, problem solving, content creation, communication, and collaboration (4 Cs).

In striving towards that vision, Grain Valley middle schools implemented a 1:1 Chromebook program for grades 6-8. Students are expected to bring the Chromebooks to and from home every day. Below are the guidelines for students. For a complete list of guidelines and expectations, refer to the District 1:1 Chromebook Handbook.

The legal title to the borrowed device belongs to the GVSD and shall at all times remain as such. Your right of possession and use of the borrowed device is limited to, and conditioned upon, your full and complete compliance with the expectations detailed in the Student/Parent 1:1 Handbook, the district's AUP, and Board Policy EHB. Because the borrowed device is the property of the GVSD, it is subject to monitoring of use and search of contents at any time. There is no expectation of privacy in use or data stored on a district-owned device. All 1:1 Chromebooks will have GoGuardian, a cloud-based web filter and monitoring software installed.

### **Every Day, Students Will:**

- **Bring Chromebook fully charged**
- **Comply with teacher directions**
- **Adhere to the school's Acceptable Use Policy**
- **Be responsible for the security of their Chromebook**

### **Expectations**

It is expected that students will:

- Use the Chromebooks in a safe, ethical, and responsible manner and use their Chromebook in the manner and purpose in which they are instructed to by their teacher
- Be responsible for the general care of the Chromebook. Chromebooks can not be personalized with stickers, overlays, different cases, etc.
- Provide protection for their Chromebook with a padded binder, string backpack (no full backpacks allowed), or constant supervision
- Leave the ID label and barcode untouched on both the Chromebook and charger or you will be charged **FULL** replacement cost!
- Bring the Chromebook every day to all classes *unless specifically instructed not to do so by their teacher*
- Have the device *fully charged* by the beginning of homeroom
- Leave their personal laptops/tablets at home
- Never loan their Chromebook to another student

- Immediately comply with their teachers' requests to shut down or put away any technology. Teachers have the discretion to determine when students may use technology in the classroom.
- Not use their Chromebook during any assessments or tests unless otherwise directed
- Store everything in Google Drive
- Never leave their device in an unlocked locker or any unsupervised area
- Turn in the Chromebook immediately for repair if it malfunctions
- Make arrangements to complete any class work should they, in a rare event, not have their Chromebook and a spare is unavailable. This may include using paper and pencil and transferring it to an electronic document later.
- Insurance does not cover costs if Chromebook is intentionally damaged. Insurance does not cover cost of charger. Replacement chargers cost \$25.

**While the Chromebooks are personally assigned, students must adhere to the 1:1 guidelines, demonstrate good digital citizenship, and follow the District's Acceptable Use Policy. Use of the school system's network is not private and the District reserves the right to monitor use to ensure compliance with the AUP.**

### **Device Security**

The responsibility to keep a student's Chromebook secure rests with the individual student. Students are assigned secure locker space at the beginning of each year. Students are required to drop their Chromebook off in their general locker before going to PE class. The Grain Valley School District, including its staff or employees, is not liable for any Chromebook stolen or damaged on campus. If a Chromebook is stolen or lost it should be immediately reported to the student's SOAR teacher.

If a student's Chromebook is found unattended it will be taken to the main office.

### **Network and Printer Access**

Students will have access via their student network logon credentials to the Grain Valley School District secure wireless network. No printer access will be provided.

### **Loaner Laptops**

There will be a limited number of devices and chargers available in the library media center that students can borrow for a single day. Students must use a chromebook responsibility pass from their agenda in order to borrow a device or charger. These are available on a first come/first serve basis.

If a student's Chromebook is in need of repair, a loaner Chromebook will be checked out from the library media center to the student while repairs are being made. It is the student's responsibility to bring the Chromebook needing repairs to the library media center as soon as possible. The Chromebook must be handed to the library media specialist. **It cannot be dropped off on the counter.**

### **Daily Classroom Use**

It is the teacher's discretion whether or not devices are used in the class. It is not your right to have devices out.

Teachers will have a stoplight posted outside the classroom door indicating whether or not devices will be used that hour. Red light = no devices used, Yellow light = Bring to class, device will remain closed until students are instructed to login, Green light= Students will come in, log in, and proceed to google classroom

### **Chromebook Care**

1. Do not put pencils/pens or other items on the keyboard, as closing the device will cause damage.
2. Do not carry the Chromebook with the screen or push on the screen as it may cause it to shatter.
3. Do not place heavy objects on top of the device, as this could break the screen.
4. Be cautious when placing the device in a book bag as it may crush the device or break the screen.
5. Do not eat or drink near the device.
6. Avoid storing the Chromebook in a vehicle other than in a locked trunk. The locked trunk of a car would be an acceptable storage place as long as it's not excessively hot or cold.
7. Use a microfiber towel for light smudges. Do not use Windex (ammonia) or solutions that contain alcohol.
8. Keys are not removable; do not lift or pry keys. If the keys come off, they will not go back on, and the keyboard will need to be replaced. Student will be responsible for damages.
9. Occasionally, a teacher may provide you with a small amount of antimicrobial keyboard cleaning solution which may be used to clean keyboards.
10. Sound: For best performance use wired headphones.

Students are encouraged to use their devices away from school. Most devices have some functionality while offline. Wi-Fi may be used at home or in many public areas and will always be filtered and monitored. For offline functionality, see the website or talk with your teacher.

# BULLYING

## General

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

## Definitions

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

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

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

## Designated Officials

The principal of each building is hereby designated as the individual to receive and investigate reports of bullying.

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

The district compliance officer appointed in policy AC will serve as the districtwide anti-bullying coordinator. The

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

## Reporting Bullying

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

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

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

## Investigation

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

The investigation shall be completed within ten school days of the date the report of bullying was received unless good cause exists to extend the investigation. Upon completion of the investigation, the principal will decide whether bullying or harassment occurred and, if so, whether additional discipline is warranted in accordance with the district's student discipline code. The principal will generate a written report of the investigation and findings and send a copy of the completed report to the district's anti-bullying

coordinator. The principal or designee will document the report in the files of the victim and the alleged or actual perpetrator of bullying. All reports will be kept confidential in accordance with state and federal law.

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

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

### **Consequences**

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

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

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

### **Policy Publication**

The district shall annually notify students, parents/guardians, district employees, substitutes and volunteers about this policy and the district's prohibition

against bullying. A copy of this policy shall be included in student handbooks and posted on the district's website.

### **Training and Education**

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

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

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

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

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

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

### **Additional School Programs & Resources**

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

## PUBLIC NOTICES

See the district's **FAMILY INFORMATION BOOKLET** at [GrainValleySchools.org](http://GrainValleySchools.org) for a comprehensive listing of **PUBLIC NOTICES**.

### 504/TITLE II PUBLIC NOTICE

The Grain Valley School District, as a recipient of federal financial assistance from the United States Department of Education and operates a public elementary or secondary education program and/or activity, is required to undertake to identify and locate every qualified person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parents or guardians of the District's duty.

The Grain Valley School District assures that it will provide a free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act, the provision of an appropriate education is the provision of regular or special and related aids and services that (i) are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and (ii) are based on adherence to procedures that satisfy the requirements of the 504 federal regulations.

The Grain Valley School District has developed a 504/Title II Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed by contacting the Director of Special Services at the Grain Valley School District's Central Office during normal school work hours.

This notice will be provided in native languages as appropriate.

### IDEA PUBLIC NOTICE

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Grain Valley School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness,

emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

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

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

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

This notice will be provided in native languages as appropriate.

### Public Notice - Non-Discrimination Statement - Prohibition Against Discrimination, Harassment, and Retaliation

The Grain Valley R-5 School District does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability, in its programs, services, activities, facilities or employment practices, and provides equal access to the Boy Scouts and other designated youth groups. Inquiries or grievances/complaints may be directed to Dr. Amanda Allen, Assistant Superintendent, Coordinator of Civil Rights Compliance (Title VI/Title IX, 504/ADA/Age Act), at PO Box 304, Grain Valley, MO 64029, 816-847-5006 Ext. 1, [aallen@gvr5.net](mailto:aallen@gvr5.net) or RELAY MISSOURI TTY (800) 735-2966.

## STUDENT RECORDS

The Grain Valley R-V School District is in compliance with Public Law No. 94-142 where a student 18 years of age or older may examine his/her records or a parent of those under 18 may examine such records.

### Family Educational Rights and Privacy Act (FERPA) - Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that our schools, with certain exceptions, obtain a parent/guardian's written consent prior to the disclosure of personally identifiable information from a child's education records. However, our schools may disclose appropriately designated "directory information" without written consent, unless the parent/guardian has advised the school to the contrary in accordance with school district procedures. The primary purpose of directory information is to allow our schools to include this type of information from a child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual school yearbook;
- Recognitions or participation in classroom or school activities shared in social media or publication;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. [1]

**If you do not want your child's school to disclose directory information from your child's education records without your prior written consent, you must notify the principal of the school in writing within 10 days of receiving this notification.**

The following information is included in what the Grain Valley School District has designated as directory information:

- Student's name
- Parents' names
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Photograph, videotape, digital image, recorded sound
- Degrees, honors, and awards received
- Artwork or coursework on display
- Date and place of birth

- Dates of attendance
- The most recent educational agency or institution attended
- Grade level
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

---

[1] These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).

**Personal Property** - The Grain Valley R-V School District is not responsible for any theft or damage to personal property.

### VIRTUAL COURSES PUBLIC NOTICE

Because virtual instruction can be an effective education option for some students, the district may offer virtual courses to students through district staff or by contracting for those services as part of the district-sponsored curriculum. In addition, eligible students may enroll in virtual courses offered through the Missouri Course Access Program (MOCAP). The district will accept all grades and credits earned through district-sponsored virtual instruction and MOCAP.

The district will pay the costs of a virtual course only if the district has first approved the student's enrollment in the course as described in this policy. Even if a student or his or her parents/guardians pay the costs for a virtual course, the student or parents/guardians should meet with the principal or designee prior to enrollment to ensure that the course is consistent with the student's academic and personal goals.

The district is not required to provide students access to or pay for courses beyond the equivalent of full-time enrollment. The district will provide supervision for students who take virtual courses in district facilities but will not provide supervision for students taking virtual courses offsite.

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

### Enrollment in Virtual Courses

The superintendent or designee will establish open enrollment periods and registration deadlines for students to enroll in virtual courses offered by the district or through MOCAP. These enrollment periods and registration deadlines will be strictly enforced unless the superintendent or designee determines that an exception is warranted due to circumstances such as a change in a student's health or the long-term suspension of a student. Enrollment periods and registration deadlines must align with the district's academic calendar and assessment schedule to the extent practicable.

A student or parent/guardian must notify the student's principal or designee before the student may enroll in a district-sponsored virtual course or a MOCAP virtual course through the district. The

student will be enrolled unless the principal or designee, in consultation with the student's parents/guardians and relevant staff, such as the school counselor or district special education director, determines that there is good cause to refuse the student enrollment in the course. For enrollment in a MOCAP course, good cause is limited to situations where it is not in the best educational interest of the student to enroll in the course.

Students or parents/guardians who disagree with the principal's or designee's determination about a MOCAP course can appeal the decision to the Board of Education and the Department of Elementary and Secondary Education (DESE) as detailed later in this policy. For all other virtual courses, students or parents/guardians may appeal the decision to the superintendent or designee, and the superintendent's or designee's decision will be final. The superintendent or designee is authorized to consult the district's attorney prior to making a decision.

**See the full policy language at**

<https://simbli.eboardsolutions.com/Policy/ViewPolicy.aspx?S=220&revid=dB3jubEl3Zrpluspwjhtbeeq==&ptid=amlqTZiB9plushNjI6WXhfiOQ==&PG=6> for details regarding:

- **Students with Disabilities**
- **Attendance and Completion**
- **End-of-Course (EOC) Examinations**
- **Notice**
- **MOCAP Conditions for District Payment & Enrollment Eligibility**
- **Appeal**
- **Payment**
- **Monitoring and Reporting**
- **Transfers**

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

Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V Revised 4/17 2 In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C) Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives. Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents General Information

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

**2. Who may file a complaint?** Any individual or organization may file a complaint.

**3. How can a complaint be filed?** Complaints can be filed with the LEA or with the Department.

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

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

**5. What happens if a complaint is not resolved at the local level (LEA)?** A complaint not resolved at the local level may be appealed to the Department.

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

complaint filed with the Department must be a written, signed statement that includes: 1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and 2. The facts on which the statement is based and the specific requirement allegedly violated.

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

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

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

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

**9. How will appeals to the Department be investigated?**

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

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

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

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

Adapted from Policy AC. See the full policy language at

<https://simbli.eboardsolutions.com/Policy/ViewPolicy.aspx?S=220&revid=wlftoaXRiOAzzNulJIdxQQ==&ptid=amlqTZiB9plushNjI6WXhfiOQ==&secid=&PG=6&IRP=0> for more details.

#### **General Rule**

The Grain Valley R-V Board of Education is committed to maintaining a workplace and educational environment that is free from illegal discrimination, harassment and retaliation in

admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The Grain Valley R-V School District is an equal opportunity employer.

The board also prohibits:

1. Retaliatory actions including, but not limited to, acts of intimidation, threats, coercion or discrimination against those who: a) Make complaints of illegal discrimination or harassment; b) Report illegal discrimination or harassment; c) Participate in an investigation, formal proceeding or informal resolution, whether conducted internally or outside the district, concerning illegal discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing illegal discrimination, harassment or retaliatory actions.
3. Discrimination, harassment or retaliation against any person because of such person's association with a person protected from discrimination or harassment in accordance with this policy and law.

As used in this policy, "discrimination, harassment or retaliation" has the same meaning as "illegal discrimination, harassment or retaliation" and is limited to acts prohibited by law. All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute discrimination, harassment or retaliation in accordance with this policy. If a student alleges sexual misconduct on the part of any district employee to any person employed by the district, that person will immediately report the allegation to the Children's Division (CD) of the Department of Social Services in accordance with state law.

### **Sexual Harassment Reporting and District Response**

Sexual harassment is prohibited under this policy and policy ACA, but policy ACA applies only to a narrower category of sexual harassment under Title IX, as defined in the federal regulations. All sexual harassment reports must be made to the Title IX coordinator identified in policy ACA and evaluated for policy ACA applicability. If a sexual harassment report is made to any other district employee, the report must be promptly referred to the Title IX coordinator for intake. Incidents of alleged sexual harassment that are not investigated under policy ACA may be referred for processing under this policy.

### **Additional Prohibited Behavior**

Behavior that is not unlawful or does not rise to the level of illegal discrimination, harassment or retaliation might still be unacceptable for the workplace or the educational environment. The district encourages students, employees and the public to report such behavior so that it can be promptly addressed, but the

grievance process in this policy is reserved for allegations of illegal discrimination, harassment and retaliation.

See the full policy language at

<https://simbli.eboardsolutions.com/Policy/ViewPolicy.aspx?S=220&revid=wlfteoXRiOAzzNulJldxQQ==&ptid=amlgTZiB9plushNjl6WXhfiOQ==&secid=&PG=6&IRP=0> for details regarding:

- Boy Scouts of America Equal Access Act
- Interim Measures
- Consequences and Remedies
- Compliance Officer Duties
- Public Notice
- Student-on-Student Harassment
- Investigation
- Collaboration With Outside Agencies
- Grievance Process
- Confidentiality and Records
- Training

### **School Nutrition Programs**

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

Any person or representative alleging discrimination based on a prohibited basis has the right to file a complaint within 180 days of the alleged discriminatory action with the USDA Office of the Assistant Secretary for Civil Rights or the district's compliance officer using the process outlined in policy EF.

### **Definitions**

- *Compliance Officer* – The individual responsible for implementing this policy, including the acting compliance officer when performing duties of the compliance officer.
- *Grievance* – A verbal or written report (also known as a complaint) of discrimination, harassment or retaliation made to the compliance officer.
- *Harassment* – A form of discrimination, as defined above, that occurs when the school or work environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the employment or educational environment.

Behaviors that could constitute illegal harassment include, but are not limited to, the following acts if based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other

characteristic protected by law or based on a belief that such a characteristic exists: graffiti; display of written material, pictures or electronic images; name calling, teasing or taunting; insults, derogatory remarks or slurs; jokes; gestures; threatening, intimidating or hostile acts; physical acts of aggression, assault or violence; theft; or damage to property.

- *Sexual Harassment* – A form of discrimination, as defined above, on the basis of sex. Sexual harassment is unwelcome conduct that occurs when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the district's programs and activities or the conditions of employment. Sexual harassment may occur between members of the same or opposite sex. The district presumes a student cannot consent to behavior of a sexual nature with an adult regardless of the circumstance. "Sexual Harassment under Title IX" is a subset of this definition, and the district's response to qualifying allegations is set forth in policy ACA.

Behaviors that could constitute sexual harassment include, but are not limited to:

1. Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.
2. Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.
3. Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.
4. Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex.
5. Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.
6. Comments about an individual's body, sexual activity or sexual attractiveness.
7. Physical sexual acts of aggression, assault or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking) against a person's will or when a person is not capable of giving consent due to the person's age, intellectual disability or use of drugs or alcohol.

8. Gender-based harassment and acts of verbal, nonverbal, written, graphic or physical conduct based on sex or sex stereotyping, but not involving conduct of a sexual nature.

- *Working Days* – Days on which the district's business offices are open.

### **Compliance Officer**

The board designates the following individual to act as the district's compliance officer: Assistant Superintendent for Student and Community Services, 31606 East Pink Hill Road, P. O. Box 304, Grain Valley, Missouri, 64029. Phone: (816) 847-5006 / Fax: (816) 229-4831

In the event the compliance officer is unavailable or is the subject of a report that would otherwise be made to the compliance officer, reports should instead be directed to the acting compliance officer: Director of Human Resources, 31606 East Pink Hill Road, P. O. Box 304, Grain Valley, Missouri, 64029. Phone: (816) 847-5006 ext. 1005 / Fax: (816) 229-4831.

### **Reporting**

Students, employees and others may attempt to resolve minor issues by addressing concerns directly to the person alleged to have violated this policy, but they are not expected or required to do so. Any attempts to voluntarily resolve a grievance will not delay the investigation once a report has been made to the district.

### **Reports Involving Sexual Harassment**

In cases involving sexual harassment, all persons must report incidents directly to the Title IX coordinator for evaluation under policy ACA. All district employees will instruct all persons seeking to make a report or complaint to communicate directly with the Title IX coordinator. Even if the suspected victim of discrimination, harassment or retaliation does not report on their own behalf, district employees are required to report to the Title IX coordinator any observations, rumors or other information about actions prohibited by this policy and policy ACA.

### **All Other Reports**

Unless the concern is otherwise voluntarily resolved, all persons must report incidents that might constitute discrimination, harassment or retaliation directly to the compliance officer or acting compliance officer. All district employees will instruct all persons seeking to file a grievance to communicate directly with the compliance officer. Even if the suspected victim of discrimination, harassment or retaliation does not file a grievance, district employees are required to report to the compliance officer any observations, rumors or other information about actions prohibited by this policy. If a person refuses or is unable to submit a written complaint, the compliance officer will summarize the verbal complaint in writing. A grievance is not needed for the

district to act upon finding a violation of law, district policy or district expectations.

Even if a grievance under this policy is not directly filed, if the compliance officer otherwise learns about possible discrimination, harassment or retaliation, including violence, the district will conduct a prompt, impartial, adequate, reliable and thorough investigation to determine whether unlawful conduct occurred and will implement the appropriate interim measures if necessary.

### **SEXUAL HARASSMENT UNDER TITLE IX**

Adapted from Policy ACA. See the full policy language at [https://simbli.eboardsolutions.com/SB\\_ePolicy/SB\\_PolicyOverview.aspx?S=220&Sch=220&CC=Y](https://simbli.eboardsolutions.com/SB_ePolicy/SB_PolicyOverview.aspx?S=220&Sch=220&CC=Y) for more details.

The Grain Valley School District does not discriminate on the basis of sex in its education programs and activities, including employment and admissions, as required by Title IX of the Education Amendments of 1972 (Title IX). All forms of sex-based discrimination are prohibited in the district, but this policy focuses exclusively on sexual harassment as defined in Title IX that occurs within the education programs and activities of the district. However, the district will respond promptly to investigate and address any report or complaint of sexual harassment.

"Sexual harassment under Title IX" is conduct on the basis of sex within the scope of the district's education programs or activities (as defined in this policy) that satisfies one or more of the following:

1. An employee of the district conditioning the provision of an aid, benefit or service of the district on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the district's education program or activity; or
3. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8) or "stalking" as defined in 34 U.S.C. 12291(a)(30).

If a student alleges sexual misconduct on the part of any district employee to any person employed by the district, that person will immediately report the allegation to the Children's Division (CD) of the Department of Social Services in accordance with state law and district policy. Moreover, nothing in the policy precludes the mandatory or voluntary reporting of any suspected criminal activity to the appropriate law enforcement agency at any time.

**Reporting Sexual Harassment or Title IX Retaliation** - Any person may report sexual harassment regardless of whether the person is the alleged victim (complainant). However, Board members and employees must immediately report to the Title IX coordinator any incident or behavior that could constitute sexual harassment or retaliation in accordance with this policy. Reports may be made

at any time, including during nonbusiness hours, by using the telephone number, email address or office address listed below.

The Board authorizes the following individual(s) to serve as the Title IX coordinator(s) for the Grain Valley R-V School District and coordinate and implement the district's efforts to comply with the requirements of Title IX: Dr. Amanda Allen, Assistant Superintendent; P O Box 304, 31606 E. Pink Hill Road, Grain Valley, MO 64029; (816) 847-5006, Fax: (816) 229-4831; Email: [aallen@gvr5.net](mailto:aallen@gvr5.net). In the event the Title IX coordinator is unavailable or is the respondent to a complaint, reports should instead be directed to the compliance officer or alternate compliance officer listed in policy AC.

### **Notice of the Policy against Discrimination on the Basis of Sex -**

The district will provide notice of the district's prohibition on discrimination on the basis of sex under district policy and Title IX to students, parents/guardians, employees, applicants for admission and employment, and all unions or professional associations holding collective bargaining or professional agreements with the district.

The district's policy prohibiting discrimination on the basis of sex and the contact information of the Title IX coordinator(s) will be prominently displayed on the district's website and in each handbook or course catalog.

### **Title IX Grievance Process upon Filing of a Formal Complaint -**

The district's grievance process will provide a prompt and equitable resolution of complaints and will:

1. Treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent;
2. Comply with Title IX regulations before imposing any disciplinary sanctions or other actions that are not supportive measures against a respondent;
3. Require a decision-maker to objectively evaluate all relevant evidence, including both inculpatory and exculpatory evidence, and not make credibility determinations based on a person's status as a complainant, respondent or witness;
4. Require that all Title IX coordinators, investigators, those responsible for facilitating informal resolution processes and decision-makers not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent;
5. Presume that the respondent is not responsible for the conduct until a determination of responsibility is made at the conclusion of the grievance process;
6. Follow stated timelines unless the district temporarily delays the grievance process for good cause (including, but not limited to, the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of a disability) and notify the parties in writing of the reason for a delay, if any; and
7. Not require, allow, rely upon or otherwise use questions or evidence that constitutes, or seeks disclosure of,

information protected under a legally recognized privilege unless the person holding such privilege has waived the privilege.

**Notice to the Parties** - When the complainant files a formal complaint, written notice will be provided to all known parties and will include:

1. Notice of the grievance process, including any informal resolution process that is available and the timeline for such process.
2. Notice of the allegations of sexual harassment under Title IX made by the complainant with sufficient details known at the time and with sufficient time to allow the respondent to prepare before the initial interview. At a minimum, the details will include the identities of the parties involved in the incident, if known, the conduct and the date and location of the alleged incident if known.
3. A statement that the respondent is presumed not responsible for the conduct and that a determination of responsibility will be made at the conclusion of the grievance process.
4. A statement that parties may have an advisor of their choice, who may be an attorney.
5. A statement that the parties and their advisors will have an equal opportunity to inspect and review any evidence that is directly related to the allegations raised in the formal complaint, including evidence upon which the district does not intend to rely, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.
6. Notice of any provision in the district's discipline code that prohibits knowingly making a false statement or providing false information during the grievance process.

If in the course of the investigation of sexual harassment under Title IX the district decides to investigate allegations about the complainant or respondent that were not in the initial notice, notice of the additional allegations will be provided to all known parties.

**See the full policy language at**  
[https://simbli.eboardsolutions.com/SB\\_ePolicy/SB\\_PolicyOverview.aspx?S=220&Sch=220&CC=Y](https://simbli.eboardsolutions.com/SB_ePolicy/SB_PolicyOverview.aspx?S=220&Sch=220&CC=Y) for details regarding:

- **Interim Action**
- **Investigating a Formal Complaint**
- **Dismissal of the Formal Complaint**

**Decision-Maker's Findings and Resulting Remedies** - Within 20 business days after the closing of the questions period, including follow-up questions, the decision-maker will provide a written Title IX decision that includes:

1. The allegations potentially constituting sexual harassment under Title IX;
2. A description of the procedural steps taken from the receipt of the formal complaint through the

determination, including any notifications to the parties, interviews with parties and witnesses, site visits and other methods used to gather other evidence and hearings held;

3. Findings of fact supporting the determination;
4. Conclusions regarding the application of the facts to the district's code of conduct and, if the student code of conduct is implicated, a referral of a student respondent to district officials charged generally with the discipline of students pursuant to Missouri law;
5. A statement of and rationale for the result as to each allegation, including a determination of responsibility, any disciplinary actions recommended to the district to be imposed on the respondent, and whether remedies designed to restore or preserve equal access to the district's education program or activity will be provided to the complainant; and
6. The procedures and permissible bases for the complainant and respondent to appeal.

The written Title IX decision will be provided to the parties simultaneously, and a copy will be provided to the Title IX coordinator.

**See the full policy language at**  
[https://simbli.eboardsolutions.com/SB\\_ePolicy/SB\\_PolicyOverview.aspx?S=220&Sch=220&CC=Y](https://simbli.eboardsolutions.com/SB_ePolicy/SB_PolicyOverview.aspx?S=220&Sch=220&CC=Y) for details regarding:

- **Finality of the Title IX Decision**
- **Disciplinary Matters and Implementation of Discipline and Remedies**
- **Appeals of the Determinations of Responsibility in the Title IX Decision**
- **Process for Informal Resolution of Formal Complaints**
- **Confidentiality**