

**Polo R-VII**  
**School District**

**9-12 School Student**  
**Parent Handbook**  
**2025-2026**



**Adopted by the Board of Education: July 1, 2025**

Contents	
Mission C-110-S	4
School Board Members G-100-S	4
School Building and Contact Information	4
Superintendent Information	5
Welcome Letter	6
<b>Electronic Links of Importance</b>	6
Academic Calendar I-100-S	7
Attendance and Absence Procedures S-115-S	8
Dress Code S-180-S	11
Food Service Program F-285-S	13
Allergy Prevention and Response S-145-S	15
Health Services S-215-S	17
Illnesses/Injuries.....	17
Health Screenings.....	18
Health Office.....	19
Administration of Medication S-135-S	19
Communicable Diseases F-245-S	20
Student Insurance S-140-S	20
Student Records S-125-S	21
Personnel Records E-190-S	23
Program for Students who are Homeless, Migrant, English Learners, At-Risk or in Foster Care I-140-S	24
English Language Learners I-150-S	24
Visitor Procedures C-155-S	25
Transportation Services F-260-S	25
Student Discipline S-170-S	29
Bullying, Hazing, and Cyberbullying S-185-S	40
Report Form.....	44
S-185-A Bullying Incident Report Form.....	44
Complaints or Concerns C-120-S	46
Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures	46
Equal Opportunity and Prohibition against Harassment, Discrimination, and Retaliation C-130-S	49
Title IX C-131-S	50
Student Searches S-175-S	50
Student Alcohol/Drug Abuse S-195-S	51
Student Alcohol and Drug Testing S-196-S	52
Weapons in School S-200-S	55
Instruction	55

A+ Program S-130-S.....	55
Assessment Program I-195-S.....	56
Teaching About Human Sexuality I-120-S.....	56
Teaching About Computer Science I-123-S.....	56
Graduation Requirements I-190-S.....	57
Attendance Policy for the Graduation Ceremony Participation	60
Polo High School Graduation Ceremony Attendance Appeals Form	62
High Demand Occupations.....	64
Section 504 I-125-S.....	64
Special Education I-125-S.....	65
Virtual/Online Courses I-160-S.....	66
Technology F-265-S	66
Building Information	68
Grading and Reporting System.....	68
Missouri State High School Activities Association (MSHSAA) Activities.....	72
District Sponsored Extra-curricular Activities and Clubs I-210-S.....	77
School Cancellations and/or Early Dismissal.....	77
Class Schedules/Bell Schedules.....	78
Lockers.....	79
Supply Lists.....	79
Student Parking.....	79
District Policy Information	80
Physical Examinations and Screenings S-146-S.....	80
Surveying, Analyzing, and Evaluating Students S-150-S.....	80
School Nutritional Program F-290-S.....	80
Student Transfers S-120-S.....	81
Trauma-Informed Schools Initiative.....	81
Tobacco-Free Policy C-150-S.....	82
Firearms and Weapons F-235-S.....	82
Use of Recording Devices or Drones C-165-S.....	82
Signature and Form Requirements	83
S-125-A Photo/Video/Audio Release Form Form E.....	84
F-265-P Technology Form A.....	85
F-265-P Technology Usage Agreement Form Form B.....	86
C-105-P District Rules and Guides Form A Student/Parent Handbook Acknowledgment.....	88
S-196-S Participation and Consent Form.....	89

### Mission C-110-S

The mission of the Polo R-VII School District is: The Polo R-VII Board of Education and professional educators require and expect students enrolled in the district schools to develop and demonstrate scholastic, communication, problem-solving, technical, and social skills essential for achieving personal, academic, and an occupational success.

### School Board Members G-100-S

*David Vaughan, President*

*Randy Howell, Vice President*

*Penny Copeland*

*Josh Fitzwater*

*Jeff Gentry*

*Daniel Kelley*

*Kim Snodgrass*

*Rochelle Myers, Board Secretary/Treasurer*

The role of the District's Board is to govern the community's public schools by making the major decisions for the District as a whole. The Board collectively makes these decisions and individual Board members do not have the power to speak or act for the Board. The Board as a whole, by working with the Superintendent to make decisions that will best serve the District's students, will govern the community's schools. Accordingly, complaints or concerns made to Board members will be referred to the appropriate District point of contact for resolution.

### School Building and Contact Information

Polo R-VII School District Central Office

300 W School St

Polo, Missouri 64671

Phone: (660) 354-2326

Fax: (660) 354-2910

Polo Elementary School

300 W School St.

Polo, Missouri 64671

Phone: (660) 354-2200

Fax: (660) 354-3162

Polo High School

300 W School St.

Polo, Missouri 64671

Phone: (660) 354-2524  
Fax: (660) 354-2738

The Department of Elementary and Secondary Education's District and Building Report Cards are available [here](#).

Superintendent Information

Kyle Ross, Superintendent  
[RossK@polo.k12.mo.us](mailto:RossK@polo.k12.mo.us)  
(660) 354-2326, ext. 250

### Welcome Letter

Welcome to Polo High School! We are looking forward to an exciting and successful school year. In **POLO**, we use the following motto: **P**reparing **O**utstanding **L**eaders of **T**omorrow, every day to ensure we are always doing our best to prepare our students for life after they leave our hallways. We are so excited to have you as a member of school and look forward to working with you to make our school and your experiences the best it can be.

The pages in the handbook are full of information regarding school policy and procedures. Please make sure to read over the information that is contained in the handbook. If any questions should arise, please call the High School office. Having clear communication between home and school is essential in the success of our school.  
Mr. Jay Eilers—7th-12th Grade Principal

### **Electronic Links of Importance**

Please use the following links or tags in order to find our social media sites or additional school information. These will be used throughout the year to provide additional communication or to recognize individuals/groups throughout the school year.

School website: <https://www.polo.k12.mo.us/home>

District Facebook: Polo R-VII School District

District Twitter: @PoloPanthers

Instagram - Sports and Activities: @polo.panthers

## Academic Calendar I-100-S

**2025-2026 Polo R-VII School Calendar - APPROVED 1/23/25**

July 2025							January 2026														
S	M	T	W	T	F	S	S	M	T	W	T	F	S								
		1	2	3	4	5						1	2								
6	7	8	9	10	11	12	4	5	6	7	8	9	10								
13	14	15	16	17	18	19	11	12	13	14	15	16	17								
20	21	22	23	24	25	26	18	19	20	21	22	23	24								
27	28	29	30	31			25	26	27	28	29	30	31								
							18 days														
August 2025							February 2026														
S	M	T	W	T	F	S	S	M	T	W	T	F	S								
					1	2	1	2	3	4	5	6	7								
3	4	5	6	7	8	9	8	9	10	11	12	13	14								
10	11	12	13	14	15	16	15	16	17	18	19	20	21								
17	18	19	20	21	22	23	22	23	24	25	26	27	28								
24	25	26	27	28	29	30															
31							18 days														
September 2025							March 2026														
S	M	T	W	T	F	S	S	M	T	W	T	F	S								
	1	2	3	4	5	6	1	2	3	4	5	6	7								
7	8	9	10	11	12	13	8	9	10	11	12	13	14								
14	15	16	17	18	19	20	15	16	17	18	19	20	21								
21	22	23	24	25	26	27	22	23	24	25	26	27	28								
28	29	30					29	30	31												
							21 days														
October 2025							April 2026														
S	M	T	W	T	F	S	S	M	T	W	T	F	S								
			1	2	3	4					1	2	3								
5	6	7	8	9	10	11	5	6	7	8	9	10	11								
12	13	14	15	16	17	18	12	13	14	15	16	17	18								
19	20	21	22	23	24	25	19	20	21	22	23	24	25								
26	27	28	29	30	31		26	27	28	29	30										
							19 days														
November 2025							May 2026														
S	M	T	W	T	F	S	S	M	T	W	T	F	S								
						1						1	2								
2	3	4	5	6	7	8	3	4	5	6	7	8	9								
9	10	11	12	13	14	15	10	11	12	13	14	15	16								
16	17	18	19	20	21	22	17	18	19	20	21	22	23								
23	24	25	26	27	28	29	24	25	26	27	28	29	30								
30							14 days														
December 2025							June 2026														
S	M	T	W	T	F	S	S	M	T	W	T	F	S								
	1	2	3	4	5	6		1	2	3	4	5	6								
7	8	9	10	11	12	13	7	8	9	10	11	12	13								
14	15	16	17	18	19	20	14	15	16	17	18	19	20								
21	22	23	24	25	26	27	21	22	23	24	25	26	27								
28	29	30	31					28	29	30											
								14 days													
District Holidays & No School								Professional Development Days													
Sep 1 Labor Day							Aug 14-19 District PD Days														
Oct 23-24 No School							Sep 22 District PD Day														
Nov 26-28 Thanksgiving Break							Oct 23 District PD Day														
Dec 22 - Jan 5 Winter Break							Dec 1 District PD Day														
Jan 19 Martin Luther King, Jr. Day							Jan 5 District PD Day														
Feb 16 Presidents' Day							Feb 2 District PD Day														
Apr 3-6 Spring Break							Mar 2 District PD Day														
May 25 Memorial Day							Apr 7 District PD Day														
Jun 19 Juneteenth							May 21 District PD Day														
Early Dismissal Days							Professional Development Days														
Sep 19 Homecoming							Aug 14-19 District PD Days														
Dec 19 Winter Break							Sep 22 District PD Day														
May 20 Last Day of School							Oct 23 District PD Day														
							Dec 1 District PD Day														
							Jan 5 District PD Day														
							Feb 2 District PD Day														
							Mar 2 District PD Day														
							Apr 7 District PD Day														
							May 21 District PD Day														

## Attendance and Absence Procedures S-115-S

### *Expectations for Attendance*

Attendance is essential for learning. By law, all children must attend school from the age of 7 until the age of 17. Parents/guardians are accountable for the attendance of their child. The District will inform parents/guardians of their student's absence and support families when attendance becomes a concern. It is the responsibility of the student to make up work due to an absence. Students who wish to participate in school-sponsored activities must attend school the entire day on which the activity occurs, unless the principal has pre-approved the absence based upon special circumstances. The administration makes the final determination regarding whether an absence is excused or unexcused.

### *Procedures for Reporting an Absence*

- A. The Polo R-VII School District finds that regular school and classroom attendance is the key to satisfactory achievement within the school district's curriculum and that attendance has an independent academic value which examinations or other evaluations do not fully measure. Consistent attendance by all students also has a profound positive effect on the district's resources, which in turn affects the quality of instruction and student achievement district wide.
- B. The Department of Elementary and Secondary Education has developed new guidelines for schools regarding expectations for student attendance. Students are required to attend at least 90% of the available hours each school year. Due to this new guideline, Polo R-VII School District will conduct frequent checks on attendance for all students in grades K-12. If at the time of the attendance reviews, your child falls below the targeted 90% level, a letter will be sent home with documentation of your child's current attendance status. Every effort will be made to ensure that all students are in attendance at least 90% of the time.
- C. Attendance or absence will be calculated on an hourly basis.
- D. If a student is absent, parents should send a note to or call the appropriate office explaining the absence within 2 school days. Please call in advance to arrange to pick up assignments due during the absence. Most teachers will have classwork and assignments available on their Google Classroom pages.
- E. Parent/guardian note should include:
  - 1) Student's name
  - 2) Reason for the absence
  - 3) Date of the absence
  - 4) Parent/Guardian signature and date
- F. Students who fail to meet the district's standard for attendance have failed to satisfy the necessary prerequisite for credit or promotion, unless the instructional staff review the student's case and find the student has academically mitigated the effect of the absences.
- G. By law, it is the parent's responsibility for the regular attendance of a child in their care. Parents of students who miss 6 days per semester, either excused or unexcused, will be notified with a letter and appropriate documentation of the days missed. Excessive absences beyond 6 days may result in not being



promoted to the next grade and/or an investigation by the administrator, appropriate juvenile authorities, and/or the Missouri Division of Family Services.

- H. When a student is absent, he/she shall not attend extra-curricular activities held on the same day unless prior approval is given. Students must attend school on Friday, when the extra-curricular activity is on a Saturday unless prior approval is given.
- I. Make-up work will be due in the same number of days/classes the student was absent.
- J. The building principal has the authority to deal with each absence on a case-by-case basis.

### *Excused Absences*

Parents must report a student's absence by sending a note or calling the appropriate office on the day of the absence and provide proper notification and documentation to the school showing the absence was unavoidable for an absence to be excused. It is the responsibility of the student to make up work with teacher support when a student's absence is excused. The timelines for turning in make-up work will be determined by the teacher.

The school will contact parents who do not report a student's absence by the day of the absence. When a student is released early from school to a parent or guardian, it constitutes an absence. In general, prior notification is required when a student is dismissed early and the student must be checked out through the office. The administration may request documentation to determine whether an absence is excused. Excused absences are allowed for:

- Illness of the student
- Medical appointments that cannot be scheduled outside the school day
- Serious illness or death of a family member
- Religious observances
- School-sponsored activities (e.g., field trips, athletics, competitions, etc.)
- Court appearances or other legal situations beyond the control of the family
- Emergency situations as approved by the principal
- Visits from a parent or guardian on active military duty who is on leave from, will be immediately deployed, or immediately returned with notification and approval of the principal
- Suspensions
- An absence which has been requested and approved in advance by the principal due to exceptional circumstances. In these situations, make-up work should be requested in advance of the absence and any tests, projects, or in-class assignments will be made up at the direction of the teacher.

Family trips or vacations will be considered unexcused absences (unless prior approval is given by the Principal). In this case, students may also have to complete work ahead of time to receive credit. High school juniors and seniors may have up to two days of excused absences due to college visits. Students will be considered in attendance if (1) students complete the appropriate College Visit Form and receive approval from the

high school counselor and principal, and (2) students bring back a formal note showing proof of their attendance on the college visit by a college official.

### *Unexcused Absences*

Absence for reasons other than the categories of excusable reasons, or that does not have the proper documentation for an excused absence as determined by the principal, will be considered unexcused. If a student is absent and the parent does not send a note or call the appropriate office explaining the absence within 2 school days, the absence will be unexcused. If a parent sends a note or calls the appropriate office explaining the absence after this deadline, the absence will not be changed to excused without extenuating circumstances. Unexcused absences will result in zeros on all classroom work that was assigned while the student was absent, including tests and quizzes. Homework due on the day of the unexcused absence must be turned in by the deadline of the assignment or the student may not receive points for any completed work. Excessive, unexcused absences will result in written notice from the principal to the parents/guardians. The principal may request a parent/guardian conference to discuss attendance concerns and a collaborative plan may be developed to remove barriers in attendance. When attendance remains problematic, the school may contact the appropriate agencies and/or authorities for assistance.

### *Earning Credit from an Unexcused Absence*

When a student wishes to earn credit in classes for an absence that is unexcused, he/she will notify the office immediately upon their return to school. He/she would be required to serve an hour study hall per each day of unexcused absences before or after school within one week of the unexcused absence. This will only be arranged through the office. When the student has satisfied the after school requirement, teachers may then award credit for the work that was assigned or completed during an excused absence. If the student fails to attend the scheduled after-school session, any grade of zero will not change.

### *Late Arrival/Tardiness*

All students that are tardy to a first period class will have to check in with the high school office and receive a pass to be admitted into class. All consequences for tardies during the first period will be handled directly with the high school office and not a classroom teacher.

Our tardy policy is as follows per semester:

4 cumulative tardies during a class period: 1 hour detention (classroom or office).

Each subsequent tardy (up to 12): 1 hour detention (classroom or office).

12 cumulative tardies during a class period: 1 Day ISS

Each additional tardy during a class period: 1 Day ISS or potential for additional consequences

### *Truancy*

Truancy is when the student is absent from school without permission of the parents/guardians or school official. Truancy includes, but is not limited to, skipped classes, falsely informing the school about the reason(s) for the absence, or absences that have not been pre-arranged and pre-approved as excused. The District may assign disciplinary measures for truancy. Truancy will result in zeros on all classroom work missed, including quizzes and tests. Families are entitled to appeal assigned consequences to the Superintendent or designee.

#### Attendance (Vo-Tech)

Attending Grand River Technical School is a privilege and there are high expectations of those students who attend. If a student's attendance drops below 95% at any point during the school year, they may be considered for removal at GRTS by the building principal. A meeting will be scheduled with parents to discuss the attendance concerns before a student would be pulled from that program.

#### Attendance (Teacher's Assistant)

A student who serves as a Teacher's Assistant (TA) and whose attendance drops below 95% at any point during the school year, may be reassigned or will be considered for removal as a Teacher's Assistant.

#### Attendance Incentive Program - Semester Finals

Students who miss three days or less (excused or unexcused) in an individual class during the semester will be given the option of exempting the grade they receive on their semester test in that class. It is mandatory for each student to take semester finals; however, they can choose to exempt their test if they missed three days or less in that class. Students may elect to keep their score if it benefits their grade after taking the test.

#### Attendance Incentive Program - Perfect Attendance

Students who miss two days or fewer for the entire year will have their name placed in a drawing for a prize at the end of the school year.

#### Dress Code S-180-S

The purpose of a dress code is to contribute to a safe, healthy environment that protects students and maintains a focus on learning. The dress code included in this handbook provides guidance to students and parents as to what constitutes appropriate attire for school and school activities. District administrators have the discretion to determine whether a garment or manner of dress not specifically described below is appropriate attire for school and school activities and/or causes a disruption to the educational environment. Administrators have the authority to take action to address dress code matters as they arise. The following District guidelines should be observed:

##### *Dress Code Expectations and Prohibitions*

Shirts and shoes must be worn. Clothing should be properly fitted (not overly restrictive or loose). Coverage of the body is expected. Therefore, the following garments are not permitted:

1. House shoes or slippers;
2. See-through garments; biker shorts (spandex shorts);
3. Tops that are backless, strapless, low-cut, bare-midriff, have overly-large arm openings; or spaghetti straps;
4. Clothing that does not cover undergarments when a student is sitting or standing;
5. Undergarments worn as outer wear;
6. Clothing that does not reach to mid-thigh;
7. Holes in pants that are above mid-thigh unless patched;
8. Clothing with profane, obscene, or otherwise inappropriate language;
9. Clothing with words, symbols or images that promote illegal, sexual, or violent behavior;
10. Clothing with advertisements or promotion of alcohol, tobacco, or drugs;
11. Language or symbols that promote gangs;
12. Hats and hoods (hooded sweatshirts worn up);
13. Do-rags;
14. Handkerchiefs;
15. Sunglasses;
16. Face paint;
17. Overly-dramatic make-up;
18. Other wear that restricts the line of sight of a student's face and/or facial recognition may not be worn (although exceptions will be made by the principal for head coverings that have religious significance, are worn for medical reasons, or are for a specific, school-sponsored event);
19. Blankets carried or worn as coats or wraps while in the building;
20. Heavy or loose chains, or straps that create a safety risk.

#### *Additional Dress Code Information*

Courses and/or class activities that require observance of specific safety requirements may require adjustments of a student's clothing, accessories, or hair style for the duration of the class (e.g., hair pulled back and/or hair nets for culinary classes or other safety wear, etc.). Other dress code requirements may be articulated for students participating in certain extracurricular activities.

Violations of the District dress code will be addressed with remedial actions and/or consequences.

- Students may change into appropriate clothing they have at school or the office will provide them with appropriate attire. In all cases the articles in violation will be left in the office until the end of the school day or will be left at home.
- If a student repeatedly offends, becomes defiant or insubordinate when asked to change clothing, disciplinary action will be taken. Students can refer to the district handbook for further explanation.

## FIELD-TRIP DRESS CODE

Students represent Polo R-VII School and our community when participating in a field trip activity. For this reason, students are expected to dress appropriately for the event. At all times the students' clothing should be neat, clean and display good judgment. Teachers will give suggested guidelines for the appropriate attire in parent notification letters. A parent/grandparent/guardian attending a field trip with a class is a volunteer supervisor on that field trip and he/she will need to follow the same guidelines as a school employee. See appendix on staff conduct and school volunteer.

## Food Service Program F-285-S

### **NUTRITION STANDARDS FOR FOODS/BEVERAGES PROVIDED DURING THE SCHOOL DAY**

All foods and beverages the district provides or makes available to students during the school day will meet or exceed the Smart Snacks nutrition standards. This includes, but is not limited to, foods and beverages provided or made available to students for celebrations, classroom parties and birthdays, regardless of the source of the food. The district will provide parents/guardians and district employees a list of foods and beverages that meet the Smart Snacks nutrition standards and a list of healthy party ideas, including non-food celebration ideas. Foods and beverages should not be used as a reward or withheld as punishment.

#### *Breakfast*

Polo R-VII School offers a nutritious breakfast program as prescribed by federal guidelines. Breakfast is served from 8:00 - 8:15 a.m. Breakfast price is K-12: \$1.75; reduced price \$0.30. Further information can be found on the District's website: <https://www.polo.k12.mo.us/food-services>.

#### *Lunch*

The Polo schools operate on a closed lunch policy. Students are not allowed to leave the premises for lunch unless special permission is granted by an administrator. All students are to report to the lunchroom and stay until dismissed (whether they eat the school lunch, or choose not to eat).

Polo R-VII School offers a nutritious lunch program as prescribed by federal guidelines. Lunch price is: 7-12: \$2.45 and reduced price \$0.40. Extra beverage is \$0.30 each. Further information can be found on the District's website: <https://www.polo.k12.mo.us/food-services>.

## **LUNCH MONEY IS TO BE SENT IN ADVANCE.**

#### *Free and Reduced Lunch Application*

The district will publicly announce the eligibility criteria for free and reduced-price meals to each parent/guardian at the beginning of each school year or within ten days

after the state notifies the district of the approved eligibility criteria if such notice is received after the beginning of the school year. Any subsequent changes in a school's eligibility criteria during the school year shall be publicly announced in the same manner as the original criteria were announced. The announcement will be made in the following manner:

- Except in situations where students are directly certified for the program, on or about the beginning of each school year, the district will distribute a free and reduced-price meals application and a letter or notice explaining the eligibility criteria for the Free and Reduced-Price Meals Program and other details of the program to the parents/guardians of all children in attendance at the school.
- On or about the beginning of each school year, the district will provide a public release containing the same information supplied to parents/guardians, including free and reduced-price meals eligibility criteria, to the informational media, the local unemployment office and any major employers contemplating large layoffs in the area. Copies of the public release shall be made available upon request in the district's administrative offices to any interested persons. (7 C.F.R. § 245.5)

Further information can be found on the District's website, including the Free and Reduced Lunch Application: <https://www.polo.k12.mo.us/food-services>

#### *Adult Visitors for Lunch*

Adult Breakfast is \$2.35 and Adult Lunch is \$3.30.

#### **MEAL CHARGE POLICY**

The goal of the Polo R-VII School District is to provide students with healthy meals each day.

However, unpaid charges place a large financial burden on our district. The purpose of this policy is to insure compliance with federal reporting requirements for the USDA Child Nutrition Program and to provide oversight and accountability for the collection of outstanding student meal balances. The intent of this policy is to establish uniform meal account procedures throughout the Polo R-VII School District. The provisions of this policy pertain to regular and reduced-price school breakfast and lunch meals only. While the USDA Child Nutrition Program does not require that a student who pays for regular or reduced priced meals be served a meal without payment, the Polo R-VII School District provides this policy as a courtesy to those students in the event they forget or lose their money OR the balance goes below -0- in the middle of a pay period for the family.

A student may not accumulate more than TEN unpaid meal charges. Students may not charge a' la carte items.

#### **Alternative Meals:**

A student who has accumulated TEN unpaid meal charges and is still unable to pay for meals may be provided an alternative meal. Alternative meals will be on the regular

serving line and will be available to all students as an alternative to the regular meal. If a student has been provided a regular meal that meal WILL NOT be taken away from the student even if the student should have been provided an alternative meal due to unpaid meal charges.

### **Interventions:**

After a student accumulates FIVE unpaid meal charges, the district will encourage the parents/guardians to submit an application for free or reduced meals if an application has not already been submitted, and the student will be referred to the counselor for intervention. District employees are mandated by the state of Missouri to report any instances of suspected abuse or neglect to the Children's Division (CD) of the Department of Social Services. District personnel will report to the CD any instance where a student's arrival at school with no provision for food leads to a reasonable cause to suspect neglect.

### **Working with Parents/Guardians**

To ensure that parents/guardians have ample opportunity to resolve situations involving unpaid meal charges, the district will provide timely notification to them when account balances run low. Work with parents/guardians to create a payment plan that allows for the payment of accumulated balances over time.

### **DEBT COLLECTION- DELINQUENT DEBT**

Unpaid meal charges will be considered a delinquent debt NINETY (90) days after notice that charges are due when no payment or payment plan agreement has been made. Unpaid charges will be considered delinquent as long as the district determines the debt is collectible and efforts to collect the debt are ongoing. The district will make reasonable efforts to collect delinquent debt, including turning over unpaid meal charge balances to a collection agency when the superintendent or designee determines such action is in the best interest of the district. The district's Nonprofit School Food Services Account (NSFSA) funds may be used to cover the costs of reasonable efforts to collect delinquent debt, including costs associated with using a collection agency.

### **Bad Debt**

When the district determines that collection of delinquent debt is impossible or too costly, the debt will be reclassified as bad debt. Bad debt is debt that will be written off as an operating cost. These costs must be restored using non-federal funds. NSFSA resources may not be used to cover any costs related to bad debt. Instead, local funds will have to be used to cover costs.

### **Allergy Prevention and Response S-145-S**

The District is required to ensure students with allergies are safe at school through planned prevention and response to a student's allergic reaction. For purposes of District policy and related procedures, an allergic reaction occurs when the immune system overreacts to a typically harmless substance and may be mild to life-threatening. Allergy prevention and response protocols apply to all school locations, including nonacademic, school-sponsored activities and transportation provided by the District.

The Board authorizes the Superintendent or designee to develop and implement procedures to protect the health and well-being of students with significant allergies.

#### *Building-Wide and Classroom Approaches*

No food preparation or consumption will take place in any instructional area unless the instructor has permission from the building administrator. Courses that include food preparation or consumption as a regular part of the curriculum are exempt from this provision, but instructors in these courses have an increased responsibility to monitor student adherence to prevention procedures.

Parents/guardians should provide, at the time of enrollment, information on any allergies the student may have. The school nurse may request written permission from the parents/guardians to communicate with a student's health care provider as needed. Staff members are trained annually on risk reduction strategies, symptom recognition, and response procedures. The school nurse has an emergency kit available and accessible in the Polo Elementary School building containing prefilled auto syringes of epinephrine and asthma-related medications as allowed by District rules. If you do not want these medications administered to your student in an emergency, please notify the school nurse in writing.

The District will provide age-appropriate education for students, consistent with state learning standards, including potential causes of allergic reactions, information on avoiding allergens, symptoms of allergic reactions, and simple steps a student can take to keep classmates safe.

All processed foods, including food sold in vending machines, are labeled with a complete list of ingredients on each individual package. Ingredient lists will be created for all food provided through the District's nutrition program, including before- and after-school programs, which are available upon request. This also applies to items sold as part of concessions, fundraisers, and classroom activities.

#### *Individual Approaches*

The District will evaluate and determine whether a student's allergies rise to the level of a disability that requires accommodations through the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504). For those students who have allergies that do not rise to the level of disability, a designated team may develop an Individual Health Plan (IHP) and/or Emergency Action Plan (EAP). Staff who have a need to know about a student's allergies and plan will be informed and trained, and all staff members will follow any IEP, 504 Plan, IHP, and/or EAP.

A student's health information and individualized plan will be kept confidential and not shared with those who do not have a need to know unless authorized by the parent/guardian or as allowed by the Family Educational Rights and Privacy



Act (FERPA). The District will communicate and collaborate at least annually with parents/guardians regarding the student's allergies, medications, restrictions/precautions, emergency contacts and any other relevant information to keep the student safe.

#### Health Services S-215-S

Health services are provided under the direction of a school nurse. The school nurse for your student's building may provide services in other buildings as well. Although the nurse may be not physically present at all times in a specific building, the nurse is always on call and there are trained employees in the building to provide first aid, dispense medication, and support the needs presented in the health office.

#### *Illnesses/Injuries*

The board expects district staff to appropriately assist any individual who is injured or becomes ill while on district property, on district transportation or attending a district activity. Such assistance may include providing first aid or emergency treatment if the staff member is trained to do so or contacting emergency medical services when appropriate.

The superintendent or designee, in consultation with the school nurse, is authorized to implement a program to train students and employees in CPR and other lifesaving methods. The district will provide instruction on CPR and the proper use of automated external defibrillators to students in grades 9–12 as required by and in accordance with law.

#### **Minor Student Illnesses or Injuries**

1. If the illness or injury is minor, the school nurse or designee will administer first aid care to the student. It may be appropriate to retain the student in school for the remainder of the day; however, in the interest of school-parent/guardian relations, the principal, nurse or other designee may contact the parents/guardians to inform them of the situation. If a parent/guardian cannot be reached, the principal, nurse or other designee will use the alternate contacts provided on the emergency form.
2. If a student requires non-emergency medical attention, the principal, nurse or other designee will notify the parents/guardians, who will be responsible for transporting the student.

#### **Serious Student Illnesses or Injuries**

1. If an illness or injury is serious enough to require immediate emergency care, any district employee aware of the situation will contact emergency medical services (EMS) and notify the nurse and building principal. The cost of EMS will be the responsibility of the parent/guardian.
2. The principal, nurse or other designee should be prepared to give rescue officials the individual's emergency information form.

3. The principal, nurse or other designee will ascertain the destination or hospital to which the individual is taken.
4. The principal, nurse or other designee will contact the parents/guardians or other appropriate parties.

### *Health Screenings*

"Screening" is the use of a procedure to examine a large population to determine the presence of a health condition or risk factor in order to identify those who need further evaluation. Screening tests for various health conditions (such as vision, hearing, head lice, and dental) will be conducted in accordance with administrative procedures. Students may also be weighed and measured. Parents/Guardians will receive a written notice of any screening result that indicates a condition that might interfere with a student's progress or health.

In general, the school district will not conduct physical examinations of a student without parental consent to do so unless the health or safety of the student or others is in question or unless by court order.

Further, parents will be notified of the specific or approximate dates during the school year when any non-emergency, invasive physical examination or screening administered by the district is conducted that is:

1. Required as a condition of attendance.
2. Administered by the school and scheduled by the school in advance.
3. Not necessary to protect the immediate health and safety of the student or other students.

As used in this policy, the term "invasive physical examination" means any medical examination that involves the exposure of private body parts or any act during such examination that includes incision, insertion or injection into the body (in example optional immunization clinics), but does not include a hearing, vision, or head lice screening.

Parents or eligible students will be given the opportunity to opt out of the described non-emergency, invasive physical examination or screening.

Students who wish to participate in certain extracurricular activities may be required to submit to a physical examination to verify their ability to participate in the activity. Students participating in activities governed by the Missouri State High School Activities Association (MSHSAA) will be required to follow the rules of that organization. Parents will be notified within a reasonable period of time after any substantive change in physical examination or screening policies.

The District provides the following screenings for students:

- Quarterly Random Drug screening for 6th-12th grades
- Vision and Hearing screening 7th, 9th, and 11th grades, as time permits
- Head lice screening Pre-K-12th as time permits, and as needed
- Sports Physicals 5th-11th grades, onsite if physician/practitioner available

### *Health Office*

If you have any questions, please contact Sherry Christopher, PreK-12 Nurse, (660) 354-2326, ext. 352, [ChristopherS@polo.k12.mo.us](mailto:ChristopherS@polo.k12.mo.us).

### Administration of Medication S-135-S

All medication is kept in the health office and no medication will be dispensed without written parental permission, including over-the-counter medication. Many medications can be given at home before or after school. When this is not possible, medication should be brought directly to the health office and must be accompanied by the following information:

*Non-Prescription Medication* – Over-the-counter medication, that is not already consented for on the student's Health History form, must be brought to school by parent/guardian or other adult, and must be accompanied by a written note from the parent/guardian with the student's name, reason for the medication, the time the medication is to be given, the dosage prescribed, the time/date of the last dose given, and the number of days the medication is to be administered at school.

*Prescription Medication* – Prescription medication must be brought to school, by parent/guardian or (other adult, if the nurse is notified in advance), in the original prescription container. The prescription label will serve as the physician order. If the doctor has given samples of medication, then a written note from the physician is necessary and should include the name of the student, the medication, and the dosage prescribed. The nurse may need to clarify prescription orders with the provider. Please notify the nurse in advance of the first day of school if a student needs to take daily medication during the school day.

When a student has a health condition which needs accommodation or may necessitate emergency care, it is important that the school nurse be informed. Examples of a health condition that would need to be shared with the school nurse include severe allergies, asthma, diabetes, hearing loss, seizure disorder, recent concussion, or injury etc. This would include situations when a physician recommends a student assume responsibility for self-medication. The nurse may request a release of information from the student's health care provider and the information may be shared with necessary District staff members on a need-to-know basis. Please contact the school nurse.

### Communicable Diseases F-245-S

Parents/guardians must notify the District if their student has a communicable disease. Parents/guardians will be required to provide written approval from the student's treating physician in order for their student to attend school. The District reserves the right to prevent student attendance until clarification or implementation of precautionary measures are in place. Parents/guardians are required to notify the District if they are enrolling or have a student attending school who is HIV positive.

Medical information of students is highly confidential, and the District will take necessary steps to protect the medical information of students and ensure that such information is released only to those with a need-to-know and/or individuals and entities who are required by law to be notified of certain health and medical information.

Students with a communicable disease who exhibit behaviors that increase the chances of their condition being spread to other individuals, may be subject to discipline in accordance with the discipline code, and state and federal law.

### *Immunizations and Vaccinations*

It is unlawful for any student to attend school unless the student has been immunized according to Missouri School Immunization Law or unless a signed statement of medical or religious exemption is on file at the school, which is described in all enrollment information. Parents/guardians should bring immunization records at the time of enrollment and obtain additional immunizations as required by state law.

### Student Insurance S-140-S

The District recommends student accident insurance for the protection of a student and parents/guardians. It is the responsibility of the parents/guardians to arrange insurance coverage as the District does not assume financial responsibility for student injuries. The District does, however, make an optional student accident group plan available for students, for which a carrier is named and rates established annually. Families and/or students must deal directly with the insurance carrier to obtain information about available coverage and policies.

The district will provide information about the state children's health insurance program, MO HealthNet for Kids (MHK), to parents/guardians enrolling students in the district. If a parent/guardian indicates on an application for free and reduced-price meals that a child does not have health insurance, the district will notify the parent/guardian that the MHK program is available, if household income is within eligibility standards. (§ 208.658, RSMo.)

Students participating in interscholastic athletics are required to have insurance coverage. This may be in the form of either family coverage or the coverage offered through the District. Missouri State High School Activities Association (MSHSAA), requires that a student be covered through insurance before being allowed to practice or

compete for a school team. The student will not be allowed to participate in interscholastic practices or competitions until proof of insurance is provided.

The District also provides information about MO HealthNet for Kids (MHK), Missouri's Medicaid program, to qualifying families who enroll students in the District. Parents who complete an application for free and reduced-priced meals (FRL), and who indicate on the application form a child does not have insurance, will be notified by the District that the MHK program is available. Forms for MHK may be accessed at:

<https://dssmanuals.mo.gov/wp-content/uploads/2020/09/IM-1SSL-Fillable-Secured-6-24-21.pdf>.

### Student Records S-125-S

#### *Access to and Release of Student Information*

All parents/guardians may inspect and review their student's education records, seek amendments, consent to disclosures except to the extent the law authorizes disclosure without consent, and file complaints regarding the records as allowed by law. Requests to inspect or review education records may be directed to Central Office. Requests to amend education records may be directed to Central Office to obtain the proper form. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The parents'/guardians' rights relating to the education records transfer to the student once the student becomes an eligible student; however, parents/guardians maintain some rights to inspect student records even after a student turns 18. The District allows access to records to either parent, regardless of divorce, custody or visitation rights, unless the District is provided with legal documents that the parent's rights to inspect records have been modified.

#### *Directory Information*

Directory information is information about a student that generally is not considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The District will designate the types of information included in directory information and may release this information without obtaining consent from a parent or eligible student unless a parent or eligible student notifies the District in writing. Parents and eligible students will be notified annually of the information the District has designated as directory information and the process for notifying the District if they do not want the information released. Even if parents or eligible students notify the District in writing that they do not want directory information disclosed, the District may still disclose the information if required or allowed by law. For example, the District may require students to disclose their names, District email addresses in classes in which they are enrolled, or students may be required to wear or display a student identification card that exhibits information designated as directory information. If you do not want

the District to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent (with exception of disclosures required by law), you must notify the District in writing ten days after the Student Parent Handbook is provided to the parent each school year.

The District designates the following items as directory information:

*General Directory Information:* The following personally identifiable information about a student may be disclosed by the District without first obtaining written consent from a parent or eligible student: Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); participation in District-sponsored or District-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the District; schools or school Districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

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

#### *School Officials with a Legitimate Educational Interest*

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.

A school official includes a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a Board Member. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical

consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

#### *Release of Records to Other Agencies or Institutions*

The District forwards education records to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements under the law.

#### *Military and Higher Education Access*

The District will disclose the names, addresses and telephone numbers of secondary school students to military recruiters or institutions of higher education as required by law. However, if a parent or a secondary school student who is at least 18 submits a written request, the District will not release the information without first obtaining written consent from the parent of the student/eligible student.

#### *Release*

Parents or guardians may designate additional adult(s) to have access to their student's records by requesting a Family Educational Rights and Privacy Act (FERPA) release form.

#### *Notice*

Parents/Guardians and/or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

#### Personnel Records E-190-S

The District is required to inform you that, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), upon your request, the District is required to provide you in a timely manner, the following information:

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or other provisional statute through which State qualification or licensing criteria have been waived.
- Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.

- Whether your student is provided services by paraprofessionals and if so, their qualifications.

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

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

This information may be requested by contacting: Braya Qualman.

Program for Students who are Homeless, Migrant, English Learners, At-Risk or in Foster Care I-140-S

The District is committed to the provision of a free and appropriate education for all students enrolled in the District. Therefore, the District complies with all provisions, regulations, and administrative rules applicable to state and/or federal requirements in order to serve students who are homeless, migrants, English learners, at-risk, or in foster care.

The District's liaison for students who are homeless, or in foster care is:

Name: Amanda Judy  
Phone #: (660) 354-2326 ext. 154  
Email Address: [judya@polo.k12.mo.us](mailto:judya@polo.k12.mo.us)

The District's liaison for students who are migrant or English Learners is:

Name: Braya Qualman  
Phone #: 660-354-2200  
Email Address: [qualmanb@polo.k12.mo.us](mailto:qualmanb@polo.k12.mo.us)

English Language Learners I-150-S

The District provides programs and support for students in order to provide equal educational opportunities for students with limited English proficiency (LEP).

Free language interpreting and translation is available for parents/guardians and students who require it. If you require an interpreter, please inform your student's teacher or school, and the District will arrange for an interpreter to assist at no cost to you. If we do not have an interpreter for your language, we will work to find someone who can help.



Information on District programs such as Gifted Education, AP classes, Special Education, extracurricular activities, and others can be found on the District website.

For more information about the programs for students with LEP or assistance for families, please contact:

Name of Coordinator: Braya Qualman, Elementary Principal  
Address of Office: 300 W School St., Polo, MO 64671  
Phone #: (660) 354-2326, ext. 350  
Email: [qualmanb@polo.k12.mo.us](mailto:qualmanb@polo.k12.mo.us)

#### Visitor Procedures C-155-S

For student purposes, all visitors MUST use the main entrance, report to the office, and sign in and out upon arrival and departure. No one will be allowed to enter the hallways or classrooms without permission from the office and without a visitor's pass. If you need to pick up your child before the end of the school day, come to the office and your child will be called to the office.

All doors will be locked during school hours. The High School doors are under a secure entry surveillance system. All visitors, late arriving students, and Ag students will need to press the CALL BOX to be admitted into the building by the Office. Visitors and late arriving students are still required to check in with the High School Office upon admittance. Additionally, the Central Office has a similar secure entryway.

Students will not be allowed to bring visitors to school during class time, without permission from the building administrator. All visitors are to report to the office upon entering the building during school hours. Former students are considered visitors.

Since classroom observations and visits can be disruptive, the District does not permit parents/guardians or other family members to visit classrooms during instructional time for the purpose of observing students unless the principal has approved the visit five business days in advance.

#### Transportation Services F-260-S

All students who ride a bus to school are subject to prescribed regulations. The bus driver is in charge of the bus; their authority must be respected. Seats may be assigned and each student is responsible for the seat where they are seated as well as the back of the next seat. State law does NOT allow glass containers on the school bus. Any misbehavior causing distraction for the bus driver is a serious violation and jeopardizes the safety of everyone on the school bus. Students will be cited and/or suspended for the following: Failure to remain seated; refusing to obey the bus driver; fighting; throwing objects; use of tobacco, alcohol or other prohibited substances; profanity; vandalism; lighting matches or lighters; and bringing prohibited items on the school bus. There will be no bus drop off within the Polo city limits or one mile from the school unless the transportation director and school officials deem it a safety hazard. All school bus regulations are a reflection of the district's interest in the safety and well-being of all students. Any serious violation may result in automatic suspension. All transportation

rules are in conformance with Missouri State Transportation Code. All students riding the buses operated for the POLO R-VII SCHOOL, either on daily routes or activity trips, shall follow these rules. If they should be violated, a student will be refused the privilege of riding the bus. For a list of these rules please see the Bus Rules in the appendix.

### **Parking Regulations**

Driving a motor vehicle on campus is a privilege. If mistreated, the privilege can easily be taken away. Drivers should read the following to avoid loss of driving privileges as specified in the discipline section of the handbook.

- A. The speed limit is 10 MPH on school property.
- B. Follow all traffic laws on school grounds or when traveling to off-campus practices.
- C. Students will not play loud music from their vehicles on school grounds.
- D. The road in front of the high school office and central office is a one-way road that allows for traffic to go east on School St. Follow
- E. Do not park in front of the Ag shop doors without permission.
- F. Students are not allowed to park in the circle drive at any times unless it is for a home game or activity. Students will not be allowed to move their vehicles closer for practice.
- G. Do not block someone in or pull up too closely to their vehicle (Side, front, or back)
- H. Vehicles will be parked upon arrival at school and shall not be moved until students are dismissed for the day without permission by the high school office.
- I. School buses have priority and the right of way. Do not pass buses while they are loading, unloading, or the stop sign on the bus is in the out position.
- J. Vehicles are subject to search on school premises and the driver/owner is responsible for illegal contraband items within the vehicle. All contents within the vehicle need to comply with the Polo R-VII discipline code and violations will be dealt with according to policy.

### **BUS RULES**

Misconduct on bus could cause suspension from riding until reinstated by school officials. Transportation rules are in conformance with Missouri State Transportation Code. All students riding buses operated for the **POLO R-VII SCHOOL DISTRICT**, either on daily routes or activity trips, shall follow these rules:

- 1. Driver is in charge of the students and the bus. Students must obey the driver promptly and cheerfully.
- 2. Driver will assign students to specified seats.
- 3. Classroom conduct is to be observed by students while riding in the bus. Loud unnecessary noise, shouting, or scuffling is prohibited.
- 4. Moving about on the bus from seat to seat is prohibited. Three students will use each seat when necessary.
- 5. Students must not at any time extend arms or head out of the bus window.
- 6. Students must not throw trash or waste paper on the floor or from the bus windows.

7. Students must not try to get on or off the bus, or move about within the bus, while it is in motion. Wait until the bus has come to a complete stop before leaving your seat.
8. Students must be on time; the bus cannot wait beyond its regular schedule for those who are tardy.
9. Driver will not discharge riders at places other than the regular bus stop unless by proper authorization by parent or school official.
10. Students who must cross the road after leaving the bus or to board the bus shall cross in front of the bus and only upon the signal given by the driver.
11. **POLO R-VII SCHOOL DISTRICT** buses operate at or near the seating capacity of the bus. Students other than those assigned shall obtain permission from the school official or bus manager before being permitted to board the bus for transportation to a specified destination. Cowgill does not allow non-Cowgill residents to ride their bus for any reason.
12. **NO FOOD, DRINK, GUM, OR TOBACCO will be allowed on the regular bus routes.** Exceptions for **food** and **drink** will be made on activity trips.

## **BUS DISCIPLINE CONSEQUENCES**

### **Level 1**

**1<sup>st</sup> Offense:** Warning by bus driver

**2<sup>nd</sup> Offense:** Referral to principal, parents contacted

**3<sup>rd</sup> Offense:** Detention

**4<sup>th</sup> Offense:** Bus privileges suspended for 1-3 days.

*Any subsequent misbehaviors will be at the Principal's discretion as to the level of discipline.*

### ***Possible Examples (but not limited to) of Demonstrated Behaviors***

\*Eating or Drinking on the Bus

\*Disobeying the Driver

\*Use of Unaccepted Language

\*Not staying seated when the bus is moving

\*Loud or disruptive noises on the bus

### **Level 2**

**1<sup>st</sup> Offense:** Referral to principal, bus privileges suspended for 1-3 days

**2<sup>nd</sup> Offense:** Referral to principal, bus privileges suspended for 3-5 days

**3<sup>rd</sup> Offense:** Referral to principal, bus privileges suspended for 5 days

**4<sup>th</sup> Offense:** Bus riding privileges will be suspended indefinitely and will be at the discretion of administration as to if and/or when bus privileges will be reinstated.

*Any subsequent misbehaviors will be at the Principal's discretion as to the level of discipline.*

### ***Possible Examples (but not limited to) of Demonstrated Behaviors***

\*Horseplay

\*Throwing objects out of windows

\*Extending extremities (arms, heads, etc...) outside of the bus

\*Use of profanity

\*Use of obscene gestures, language, remarks, photos, literature, etc...

### **Level 3**

**1<sup>st</sup> Offense:** Referral to principal; bus riding privileges suspended for 3 days

**2<sup>nd</sup> Offense:** Referral to principal; bus riding privileges suspended for 10 days

**3<sup>rd</sup> Offense:** Referral to superintendent; bus riding privileges suspended indefinitely and will be at the discretion of administration as to if and/or when bus riding privileges will be reinstated.

### ***Possible Examples (but not limited to) of Demonstrated Behaviors***

\*Fighting

\*Assault

\*Use of Tobacco Products

\*Vandalism

Please contact the District's Transportation Services Contact, Rick Tice, at [ticer@polo.k12.mo.us](mailto:ticer@polo.k12.mo.us) with any questions.

## Student Discipline S-170-S

### *Student Code of Conduct*

The District believes students deserve the right to participate and learn in a safe environment which allows teachers to focus on instruction that accelerates achievement. To ensure that school is a quality atmosphere for all students at all times, the code of conduct and discipline policies outline consequences for misconduct that occurs at school, during a school activity whether on- or off-campus, on District transportation, or misconduct that involves the use of District technology. All District personnel are responsible to supervise and hold students accountable for violations of discipline rules.

Failure to obey standards of conduct may result in, yet is not limited to, verbal warning, community service, confiscation of property, principal/student conference, parent contact, loss of credit, grade reduction, course failure, removal from extracurricular activities, revocation of privileges including transportation, parking and technology privileges, detention, in- or out-of-school suspension, expulsion, and report to law enforcement. For offenses involving academic integrity, the student may also be subject to a loss of credit for work, a grade reduction, and/or course failure. The Board authorizes the immediate removal of a student who poses a threat to self or others as determined by the principal, Superintendent, or the Board.

Any student who is suspended for any serious violation of the District's Student Discipline policy shall not be allowed while suspended to be within 1,000 feet of any school property or any activity of the District, regardless of where the activity takes place, unless:

1. Such student is under the direct supervision of the student's parent, legal guardian, or custodian and the Superintendent or the Superintendent's designee has authorized the student to be on school property;
2. Such student is under the direct supervision of another adult designated by the student's parent, legal guardian, or custodian, in advance, in writing, to the principal of the school which suspended the student and the Superintendent or the Superintendent's designee has authorized the student to be on school property;
3. Such student is enrolled in and attending an alternative school that is located within one thousand feet of a public school in the District where such student attended school; or
4. Such student resides within one thousand feet of any public school in the District where such student attended school in which case such student may be on the property of his or her residence without direct adult supervision.

If a student engages in an act of violence, a school administrator will report the information to teachers and other District employees who are responsible for the student's education or otherwise interact with the student on a professional basis while acting within the scope of their assigned duties. Additionally, school administrators will report to the appropriate law enforcement agencies any crimes as required by law.

Corporal punishment is strictly prohibited as a method of discipline. Reasonable force may be used, when necessary, for the protection of a student or others and property. The District limits the use of seclusion or restraint to situations or conditions in which there is imminent danger of physical harm to self or others.

Students with disabilities will be disciplined in compliance with state and federal laws per the Individuals with Disabilities Act (IDEA), Section 504 of the Rehabilitation Plan, and any regulations and state and local compliance plans, which includes due process rights as afforded to all students. Additionally, a student's Individual Education Plan (IEP), including any portion that is related to past or potentially future violent behavior, will be provided to appropriate staff members with a need to know.

Information regarding a student's misconduct and discipline is confidential and only shared with those who have a need to know. Teachers and other authorized District personnel shall not be civilly liable when acting in conformity with District policies, including the discipline policy, or when reporting acts of school violence to a supervisor or other person as mandated by law.

The District discipline policy and procedures will be provided to every student at the beginning of each year, be published on the District website, and made available in the office of the Superintendent during normal business hours.

This code applies to all misbehavior committed by a student on District property, at any school-sponsored activity or event whether on- or off-campus, and District transportation. Additionally, the District may use its authority to address behavior that occurs off-campus if it interferes with the operation of the school or endangers the safety of students or staff.

#### *Standards of Conduct and Consequences*

No document can identify every possible offense that could potentially result in disciplinary action. This code identifies most offenses constituting a failure to obey the standards of conduct set by the Board. However, when circumstances warrant, the principal, Superintendent, and/or Board may impose consequences for misconduct not specifically outlined in this document.

#### *District Policy for Discipline*

##### *Definitions*

*Acts of violence or violent behavior* - The exertion of physical force with the intent to do serious physical injury while on school property, including District-transportation and school activities.

*Corporal Punishment* – The intentional infliction of physical punishment, usually in the form of spanking, as a method of student discipline.

*Detention* – A form of student discipline that requires students to attend a before and/or after school setting which monitors and restricts student activity.

*Expulsion* – A form of student discipline which removes and excludes a student from school for an indefinite period of time. Students who are expelled are entitled to due process rights.

*In-school suspension* – A form of student discipline which consists of removing the student from normal classes during the day and assigning the student to an in-school suspension program or class for a specified period of time.

*Need to know* – A requirement to report acts of school violence to school personnel who are directly responsible for a student's education and who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties.

*Out-of-school suspension* – A form of student discipline which removes and excludes a student from school for a defined period of time. Students who are suspended are entitled to due process rights.

*Physical Restraint* – The use of person-to-person physical contact that immobilizes or reduces the ability of a student to move the student's torso, arms, legs, or head freely. It does not include briefly comforting or calming a student, holding a student's hand to transport the student for safety purposes, physical escort, intervening in a fight, or using an assistive or protective device prescribed by an appropriately trained professional or professional team.

*Restitution* – The requirement of a student to return or pay for stolen goods or damaged property.

*Seclusion* – This is the involuntary confinement of a student alone in a room or area that the student is physically prevented from leaving and that complies with the building code in effect in the school district. Seclusion does not include a timeout, in-school suspension, detention, or other appropriate disciplinary measures. Seclusion is limited to situations or conditions in which there is imminent danger of physical harm to self or others.

*Serious violation of the District's Student Discipline Policy* – Any act of violence or violent behavior, any drug-related activity, any offense listed in [Section 160.261.2, RSMo](#), or any other violation of the District's Student Discipline Policy resulting in the suspension of a student for more than 10 school days.

<b>Prohibited Conduct</b>	<b>Definition</b>
Academic Dishonesty	Any type of cheating that occurs in relation to an academic exercise or assignment. It may include plagiarism, fabrication of information or citations, cheating, falsification of work or excuses for work, disrupting or destroying another person's work, failure to contribute to a team project, or other misconduct related to academic work. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.
Arson	Starting or attempting to start a fire or causing or attempting to cause an explosion.
Assault, First or Second Degree	Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes criminal assault in the first or second degree.
Assault, Third or Fourth Degree	Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.
Automobile/Vehicle Misuse	Discourteous or unsafe driving on or around District property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on District property.
Bullying and Cyberbullying	Intimidation, unwanted aggressive behavior or harassment (including criminal harassment under the Safe Schools Act), that is repetitive or is substantially likely to be repeated and causes a reasonable student to



	<p>fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral communication, cyberbullying, electronic or written communication, and any threat of retaliation for reporting of such acts.</p> <p>"Cyberbullying" means bullying through the transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. Students will not be disciplined for speech in situations where the speech is protected by law.</p>
Bus or Transportation Misconduct	Any misconduct committed by a student on transportation provided by or through the District.
Dishonesty	Any act of lying, whether verbal or written, including forgery.
Disrespectful or Disruptive Conduct or Speech	Conduct that interferes with an orderly education process such as disobedience or defiance to an adult's direction, use of vulgar or offensive language or graphics, any rude language or gesture directed toward another person. Discriminatory or harassing conduct may be addressed under the District's policy regarding this conduct.
Drugs/Alcohol/Tobacco/E-Cigarettes	<p>The use, sale, transfer, distribution, possession, or being under the influence of prescription drugs, alcohol, tobacco products, electronic cigarettes, vaping products, other nicotine delivery products, imitation tobacco products, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances, imitation controlled substances, drug/tobacco paraphernalia, or over the counter drugs on any District property, vehicles, or at District-sponsored events. However, students may use, possess, and be under the influence of their prescription drugs and over the counter drugs in compliance with District procedures.</p>

Extortion	Threatening or intimidating any person for the purpose of obtaining money or anything of value.
False Alarms or Reports	Intentionally tampering with alarm equipment for the purpose of setting off an alarm, making false reports for the purpose of scaring or disrupting the school environment.
Fighting	A conflict: verbal, physical, or both, between two or more people.
Weapons and Firearms	<p>A) Possession or use of a firearm as defined in <a href="#">18 U.S.C. § 921</a> or any instrument or device defined in <a href="#">§ 571.010, RSMo</a>, or any instrument or device defined as a dangerous weapon in <a href="#">18 U.S.C. § 930(g)(2)</a>.</p> <p>B) Other weapons are prohibited. Other weapons are defined as a device readily capable of lethal use, or device designed to mimic a weapon. Other weapons include mace spray, any knife, regardless of blade length; and items customarily used, or which can be used, to inflict injury upon another person or property.</p> <p>C) Possession or use of ammunition, a component of ammunition or a weapon, weapon accessories, or tactical gear.</p>
Fireworks or Incendiary Devices	Possessing, displaying, or using fireworks, matches, lighters, or other devices to start fires or other unsanctioned actions. This does not include educational activities designed and supervised by District employees.
Gambling	Betting something of value upon the outcome of a contest, event, assignment, or game of chance.
Harassment, including Sexual Harassment	Conduct that annoys, threatens, intimidates another person based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Harassment, including sexual harassment, is unwanted and unwelcomed conduct that causes another person extreme unease or fear. Examples include, but are not limited to, derogatory comments or slurs, lewd propositions, blocking movement, offensive touching, or offensive posters or graphics.

Hazing	The imposition of strenuous, humiliating, and/or dangerous tasks as part of an initiation, admission, or affiliation to a group, even when all parties willingly participate.
Nuisance Items	Displaying or using items that create distractions and could be lost, stolen, or broken such as toys, collectible items, or other possessions not approved for educational purposes.
Property Damage or Loss of School Property	Damage to or loss of school property such as, but not limited to, books, electronic devices, calculators, uniforms, equipment, or facilities, etc.
Public Display of Affection	Physical intimacy that is inappropriate for an educational setting, such as but not limited to, kissing, groping, fondling, cuddling.
Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material	Possessing, displaying, or generating sexually explicit, vulgar, or violent material, such as but not limited to, pornography, nudity, violence or explicit death or injury. Students will not be disciplined for speech in situations where it is permissible by law. This restriction does not apply to curricular material vetted and approved by District employees for educational purposes.
Sexual Activity	Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.
Tardiness or Truancy	A student arriving after the class period has begun is marked tardy. Truancy is when a student is absent from school without permission from the parents/guardians or school official. Truancy includes, but is not limited to skipping classes, falsifying the reason for an absence, or absences that have not been pre-arranged and pre-approved as excused.
Technology Misconduct	Gaining or attempting to gain unauthorized access to or interfering with a technology system or information, using any type of electronic device without permission, or recording audio or visual information without express permission for educational purposes and as allowed by District rules, or using technology in a manner inconsistent with the terms of the Technology Usage Agreement. This includes cell phone misuse.

Theft	Taking or attempting to take the property of others without consent or knowingly taking possession of stolen property.
Threats or Verbal Assault	Verbal, written, graphics, or gestures in a convincing manner that causes another person to fear for the safety of themselves or property.
Unauthorized Entry	Entering a District facility, office, locker or other area that is locked or assisting someone to enter District property who is not authorized or through an unauthorized entrance.
Vandalism	Deliberate destruction of or damage to property belonging to the District, employees, or students.
Violation of Imposed Disciplinary Consequences	The failure to comply with the discipline consequences assigned. This includes appearing on District property or at a school-sponsored event while serving a suspension or expulsion.

### **Disciplinary Responses to Student Misconduct Levels of Student Misconduct**

<b>Level I</b>	
<p><b><u>Definition:</u></b> Minor misbehavior on the part of a student that disrupts orderly classroom procedures or interferes with the orderly operation of the school. These misbehaviors can usually be handled by an individual staff member but sometimes require the intervention of other school personnel.</p>	
<p><b>Disciplinary Response Procedures:</b></p> <ul style="list-style-type: none"> <li>• This is immediate intervention by the staff member who is supervising the student or who observe the misbehavior</li> <li>• Repeated misbehavior may require a parent/teacher conference or a conference with the administrator.</li> <li>• A proper and accurate record of extraordinary offenses and disciplinary action is maintained by the staff member on Infinite Campus.</li> </ul>	
<p><b><u>Examples - but not limited to:</u></b></p> <p>Classroom disturbance</p> <p>Failure to comply with school rules</p>	<p><b><u>School Options - but not limited to:</u></b></p> <p>Conference with teacher</p> <p>Parent contact/conference</p>

and regulations Horseplay Not prepared for class Defiant or failure to complete assignments or carry out directions Inappropriate use of language or actions Classroom tardiness Unnecessary roughness Bullying Dress code violation Dishonesty/Plagiarism/Misuse of AI	Non-academic tasks Conference with the principal Counseling Withdrawal of privileges Classroom detention Assigned seating
--	--

<b>Level II</b>	
<p><b><u>Definition:</u></b> Frequent or serious misbehavior that tends to disrupt the learning climate of the school. These infractions, usually resulting from the continuation of Level I misbehaviors, require the intervention of personnel on the administrative level because the execution of Level I disciplinary options has failed to correct the situation. Also included in this level are whose educational consequences are serious enough to require corrective action on the part of the administrative personnel.</p>	
<p><b>Disciplinary Response Procedures:</b></p> <ul style="list-style-type: none"> <li>• The student is referred to the administrator through a behavior referral from the classroom teacher in Infinite Campus for appropriate disciplinary action.</li> <li>• The administrator meets with the student and/or teacher and responds with the most appropriate response.</li> <li>• The teacher is informed of the administrator's action.</li> <li>• A proper and accurate record of the offense and disciplinary action is maintained by the administrator on Infinite Campus.</li> </ul>	
<p><b><u>Examples - but not limited to:</u></b></p> Repetition of Level 1 misbehaviors Truancy Tobacco/E-Cigarettes use or	<p><b><u>School Options - but not limited to:</u></b></p> All Level I options plus the following: Conference with principal Work assignments

possession Using forged notes or excuses Disruptive school behavior Unauthorized possession of other's personal property Insubordination Inappropriate physical behavior Offensive action and/or language directed toward employees Skipping class Dishonesty Fighting (minor) Vandalism (minor) Bullying Dress code violation	Modified day Behavior modification Counseling Referral to outside agency Detention Suspension from participation in and/or attendance at extracurricular activities In School Suspension Out of School Suspension Financial and/or other in-kind restitution
--	--

Level III
<p><b>Definition:</b> Acts directed against persons or property, but whose consequences do not seriously endanger the health or safety of others in the school. These acts might be considered criminal, but most frequently can be handled by the disciplinary mechanism in the school. Correct measures that the school should undertake; however, depend on the extent of the school's resources for resolving the situation in the best interest of all students.</p>
<p><b>Disciplinary Response Procedures:</b></p> <ul style="list-style-type: none"> <li>• The student is referred to the administrator through a behavior referral from the classroom teacher in Infinite Campus for appropriate disciplinary action.</li> <li>• The administrator initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences.</li> <li>• The administrator meets with the students and confers with the parents about the misconduct and resulting disciplinary action.</li> <li>• A proper and accurate record of the offense and disciplinary action is maintained by the administrator on Infinite Campus.</li> </ul>

<b><u>Examples - but not limited to:</u></b>	<b><u>School Options - but not limited to:</u></b>
Repetition of Level 2 misbehaviors Fighting Vandalism Possession of stolen property Stealing Threats to others (serious) Major disruptive school behavior Unlawful trespassing Possession or use of unauthorized substances Dishonesty Offensive action and/or language directed toward employees Defiance of school policy Bullying	All level 2 options plus the following: Homebound instruction Alternate program Loss of privileges Contact law enforcement Temporary removal from class Detention In School Suspension Out of School Suspension Financial and/or other in-kind restitution

<b>Level IV</b>
<p><b><u>Definition:</u></b> Acts that result in violence to another person or property or which pose a direct threat to the safety of others in the school. These acts are clearly criminal and are so serious that they always require administrative actions which could result in the immediate removal of the students from school, the intervention of law enforcement authorities, and/or action by the Board of Education.</p>
<p><b>Disciplinary Response Procedures:</b></p> <ul style="list-style-type: none"> <li>• The administrator verifies the offense, confers with the staff involved and meets with the student.</li> <li>• The student is immediately removed from the school environment. The parents are notified.</li> <li>• School officials contact law enforcement agencies (if needed).</li> <li>• A complete and accurate report is submitted to the Superintendent for possible board action.</li> <li>• The student is given a full due process hearing before the Board of Education if required by law.</li> </ul>

<b><u>Examples - but not limited to:</u></b>	<b><u>School Options - but not limited to:</u></b>
Repetitive Level 3 Behaviors Extortion Possession/use/transfer of dangerous weapons/property Arson Assault/Battery Furnishing/Selling/Possession of unauthorized substances Vandalism Theft/possession/sale of stolen property Bomb threat Bullying	All level 3 options plus the following: Permanent loss of privileges Alternative schooling Expulsion Other Board of Education action resulting in appropriate placement

This policy is designed and written as a guide and is by no means all-inclusive. The administrator and the school shall be the judge if misconduct occurs that is not listed.

#### **Bullying, Hazing, and Cyberbullying S-185-S**

The District strictly prohibits bullying, including hazing, and cyberbullying on school grounds, at any school function, or on District transportation.

##### *Definitions*

*Bullying* – 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; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting such acts.

*Cyberbullying* – Bullying as defined above through the transmission of a communication including, but not limited to a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District has jurisdiction to prohibit cyberbullying that originates on a school campus, or at a District activity if the communication was made using District technological resources, if there is sufficient nexus to the educational environment, or if the electronic communication was made on the school's campus or at a District activity using the student's own person technological resource.



*Anti-bullying Coordinator* – The Superintendent will ensure an individual at each school is designated to serve as the anti-bullying coordinator. All anti-bullying coordinators will be teacher-level or above and a list of coordinators will be kept on file at the District administration office and updated annually. Additionally, a District anti-bullying coordinator will be designated. The building anti-bullying coordinator is: the building principal and can be reached at (660) 354-2524.

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

#### *Reporting Bullying or Cyberbullying*

District employees are required to report any instance of bullying of which the employee has firsthand knowledge. Any employee, substitute, or volunteer who witnesses an incident of bullying must report the incident to the building anti-bullying coordinator within two (2) school days of witnessing the incident. If the anti-bullying coordinator is unavailable or is the subject of the report, the employee should contact the District's Compliance Officer. In addition, all District employees, substitutes, or volunteers must direct all persons seeking to report an incident of bullying to the building anti-bullying coordinator.

Any individual making a verbal report of bullying will be asked to submit a written complaint to the anti-bullying coordinator. If the person refuses or is unable to submit a written complaint, the anti-bullying coordinator will summarize the verbal complaint in writing.

When an anti-bullying coordinator is informed about a possible bullying or cyberbullying incident, verbal, written, or otherwise, the District will conduct a prompt, impartial, and thorough investigation to determine whether misconduct, including unlawful conduct, occurred. The District will implement interim measures as necessary. When it is determined that bullying or cyberbullying occurred, the District will take appropriate action for violations of District expectations and rules.

#### *Investigation*

Within two (2) school days of receipt of a report of bullying or cyberbullying, the anti-bullying coordinator or designee will initiate an investigation of the incident. The school principal may appoint other school staff to assist with the investigation. The investigation will be completed within ten (10) school days from the date of the written report unless good cause exists to extend the investigation. A copy of the written report of the investigation and results will be sent to the District anti-bullying coordinator and included in the files of the victim and the alleged or actual perpetrator of bullying or cyberbullying. All reports are confidential in accordance with law and District rules.

### *Retaliation*

The District prohibits reprisal or retaliation against any person who reports an act of bullying or cyberbullying, testifies, or participates in any manner with an investigation proceeding, or hearing. The District will take appropriate remedial action for any student, teacher, administrator, or other school personnel who retaliates.

### *Consequences of Bullying, Cyberbullying, or Retaliation*

When the District receives a report of bullying, cyberbullying, or retaliation, interim measures to protect the victim(s) will be taken. If an investigation determines that bullying, cyberbullying, or retaliation occurred, the District will act to end the bullying, cyberbullying or retaliation.

Students who are determined to have participated in bullying, cyberbullying, or retaliation will be disciplined in accordance with the District discipline policy. Consequences may include, but are not limited to, loss of privileges, detention, in- or out-of-school suspension, expulsion, and referral to law enforcement. Any determination of consequences will consider factors such as the age of the student(s), developmental level of the student(s), degree of harm, severity of behavior, disciplinary history, and other educationally relevant factors.

District employees and substitutes who violate this policy will be disciplined, up to and including termination. Volunteers, visitors, patrons, or others who violate this policy may be prohibited from District property or activities, or other remedial action.

### *Public Notice*

The District will:

1. Provide information and appropriate training to District staff who have significant contact with students regarding the policy.
2. Provide education and information to students regarding bullying, including information regarding the District policy prohibiting bullying, the harmful effects of bullying, and applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, cyberbullying, and/or retaliation against any person who reports an act of bullying.
3. Instruct school counselors, school and licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for overcoming bullying's negative effects. Techniques will include, but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself/herself assertively and effectively; helping the student develop social skills; and/or encouraging the student to develop an internal locus of control.

4. Implement programs and other initiatives to address and respond to bullying in a manner that does not stigmatize the victim and makes resources or referrals available to victims of bullying.

Complaints alleging unlawful discrimination, harassment, or retaliation in violation of District policy will be referred for investigation to the District Compliance Officer.

*Report Form*

*S-185-A Bullying Incident Report Form*

Polo School District

Your Name (Person Completing Form): \_\_\_\_\_

Your Role: (Circle one)

Student

Parent/Guardian

Community Member

Your Telephone Number: \_\_\_\_\_

Your Email Address: \_\_\_\_\_

Victim's First Name: \_\_\_\_\_

Victim's Last Name: \_\_\_\_\_

Victim's Student ID: \_\_\_\_\_

Victim's School: \_\_\_\_\_

Name of person(s) you believe committed bullying: \_\_\_\_\_

State the nature of your report. Please describe the action(s)/incident(s) you believe may be in violation of the District's anti-bullying policy as clearly as possible, including such things as what physical force or contact, if any, was used and any verbal statements that were made (i.e. threats, requests, demands, etc.). Definitions of 'bullying', 'hazing', and 'cyberbullying' under District Policy can be found by [visiting the District's website at: https://egs.edcounsel.law/polo-r-vii-school-district-policies/](https://egs.edcounsel.law/polo-r-vii-school-district-policies/).

---

---

---

---

---

---

---

---

If others are affected by this possible violation, please also give their names and/or positions:

---

Date of alleged incident(s): \_\_\_\_\_

Where did the incident(s) occur? (Circle response)

On School Property

School Bus

During School Event/Function

Digital Communication

Please list any witnesses who were present, or others who may have information regarding the incident(s):

---

[illegible]

Please provide any other information relevant to this incident of bullying.

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

### Complaints or Concerns C-120-S

Effective communication helps avoid and resolve many complaints, concerns, misunderstandings and disagreements. Individuals who have a complaint or concern should discuss their concerns with the school personnel involved in the issue at hand in an effort to resolve problems. This step will usually involve communicating directly with the person or persons with whom the complainant has a concern. This step may be skipped when the complainant in good faith believes that speaking directly to the person would subject the complainant to discrimination, harassment or retaliation.

This step may also be skipped if the complainant in good faith believes that any law or a District policy or written rule has been violated. The District has adopted specific procedures for investigation and resolution for complaints or concerns as required by specific and varying laws that are applicable to the District. The District's Compliance Officer should be contacted with any complaints or concerns that any law or District written rule has been violated, including but not limited to, laws relating to: civil rights, including discrimination, harassment, and retaliation; special education matters including the IEP and 504 processes and services; federal programs and related services; bullying; and The Family Educational Rights and Privacy Act, including student records and confidentiality.

When communicating directly with the school personnel involved in the issue does not resolve matters satisfactorily, or if it is appropriate to skip the first step as described above, a complainant should consult with the District's Compliance Officer who will direct the complainant to the appropriate process for resolution of the complaint. The District designates the following individual to act as the District's Compliance Officer:

Name: Kyle Ross, Superintendent  
Phone #: (660) 354-2326, ext. 250  
Email Address: [rossk@polo.k12.mo.us](mailto:rossk@polo.k12.mo.us)

In the event the District's 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 alternative Compliance Officer:

Name: Rochelle Myers, Board Secretary  
Phone #: (660) 354-2326, ext. 251  
Email Address: [myersr@polo.k12.mo.us](mailto:myersr@polo.k12.mo.us)

All complaints of violation of any law or a District policy or written rule will be promptly investigated by the District, and appropriate action will be taken. Complainants are strongly encouraged to provide their concerns in writing.

### Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures

This guide explains how to file a complaint about any of the programs (Title I, A,B, C, D, II, III, IV.A, V) that are administered by the Missouri Department of Elementary and

Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA).

<b>Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents</b>	
<b>General Information</b> <ol style="list-style-type: none"> <li>1. What is a complaint under ESSA?</li> <li>2. Who may file a complaint?</li> <li>3. How can a complaint be filed?</li> </ol>	
<b>Complaints filed with LEA</b> <ol style="list-style-type: none"> <li>4. How will a complaint filed with the LEA be investigated?</li> <li>5. What happens if a complaint is not resolved at the local level (LEA)?</li> </ol>	<b>Complaints filed with the Department</b> <ol style="list-style-type: none"> <li>6. How can a complaint be filed with the Department?</li> <li>7. How will a complaint filed with the Department be investigated?</li> <li>8. How are complaints related to equitable services to nonpublic school children handled differently?</li> </ol>
<b>Appeals</b> <ol style="list-style-type: none"> <li>9. How will appeals to the Department be investigated?</li> <li>10. What happens if the complaint is not resolved at the state level (the Department)?</li> </ol>	

## **1. What is a complaint?**

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

## **2. Who may file a complaint?**

Any individual or organization may file a complaint.

## **3. How can a complaint be filed?**

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

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

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

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

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

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

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

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

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

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

The following activities will occur in the investigation:

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

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

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



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

The Department will initiate 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.

### Equal Opportunity and Prohibition against Harassment, Discrimination, and Retaliation C-130-S

The District is committed to providing equal opportunity in all areas of admission, recruiting, hiring, employment, retention, promotion, contracted services, and access to programs, services, activities, and facilities. The District strictly prohibits any unlawful discrimination or harassment against any person because of race, color, religion, disability, age, sex, gender, national origin, or any other characteristic protected by law. The District also prohibits retaliatory action, harassment, or discrimination against individuals who make complaints of, report, or otherwise participate in the investigation of any such unlawful discrimination, harassment, or retaliation. The District is an equal opportunity employer.

Anyone who believes that they have been discriminated, harassed, and/or retaliated against in violation of this policy should report the alleged discrimination, harassment and/or retaliation to the District's Compliance Officer. The District designates the following individual to act as the District's Compliance Officer:

Name: Superintendent Kyle Ross  
Phone #: 660-354-2326, ext. 250  
Email Address: [rossk@polo.k12.mo.us](mailto:rossk@polo.k12.mo.us)

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 alternative Compliance Officer:

Name: Rochelle Myers, Board Secretary  
Phone #: (660) 354-2326, ext. 251  
Email: [myersr@polo.k12.mo.us](mailto:myersr@polo.k12.mo.us)

All employees, students, and visitors who have witnessed any incident or behavior that could constitute discrimination, harassment, or retaliation under this policy must immediately report such incident or behavior to the District's Compliance Officer for investigation.

All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken.

#### Title IX C-131-S

The District does not discriminate on the basis of sex in the education program or activity that it operates and is required by Title IX not to discriminate in such a manner. The requirement not to discriminate in the education program or activity extends to admissions and employment. Inquiries about the application of Title IX to the District may be referred to the Title IX Coordinator or Assistant Secretary for Civil Rights of the Department of Education, or both.

The District designates the following individual to serve as the District's Title IX Coordinator:

Name or Title:	Jay Eilers
Address:	300 W. School St., Polo, MO 64671
Email Address:	<a href="mailto:eilersj@polo.k12.mo.us">eilersj@polo.k12.mo.us</a>
Phone #:	(660) 354-2200

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.

All employees, students, and visitors who have witnessed, heard about, or received a report about any incident or behavior that could constitute sexual harassment under this policy must immediately report such incident or behavior to the District's Title IX Coordinator for investigation. If the allegations are against the District's Title IX Coordinator, it must be immediately reported to the Superintendent, unless the Superintendent is also the Title IX Coordinator, then to the President of the Board of Education.

All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken.

#### Student Searches S-175-S

Desks, lockers, and other District property provided for student use are subject to periodic and random inspections without notice.

Student property may be searched based upon reasonable suspicion of a violation of school rules or law and an examination facts, credible information, or reasonable inferences based upon the facts and circumstances. Searches will be conducted in the presence of an adult witness.

Students are allowed the privilege of parking on school premises. The District has the authority to monitor vehicles and the parking lots of its campuses. The interior of a student's vehicle may be searched if the administration has reasonable suspicion that the search will reveal evidence that the student has or is violating school rules and/or the law.

The District may use drug dogs on campus. Drug dogs will not come into direct contact with students.

Law enforcement will be contacted if a search produces a controlled substance, drug paraphernalia, weapons, stolen goods, or evidence of a crime.

#### Student Alcohol/Drug Abuse S-195-S

The District takes measures to foster a safe and drug-free learning environment that supports student engagement and development. Therefore, educational programs are provided to help students cultivate healthy lifestyles and age-appropriate drug awareness. All use, sale, transfer, distribution, possession, or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, or counterfeit substances on any District property, vehicles, or at District-sponsored events is strictly prohibited. Suspected or known violations of the District policy should be immediately reported to school authorities. Any incidents that violate this policy are subject to disciplinary action and notification to law enforcement. Any confiscated substances will be turned over to law enforcement.

In cases where it is necessary for a student to take prescription or over-the-counter medications during the school day, the medication must be documented by the nurse's office in accordance with written label directions and parental permission in compliance with District rules. (See the Handbook's section on Administration of Medication for more information.)

Any drug/alcohol offense may result in one or more of the following:

Administrator/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion, restitution if appropriate, loss of privileges including, but not limited to: confiscation of the contraband item, loss of parking privileges, loss of technology privileges, and referral to law enforcement. (See the Handbook's section on Student Discipline for more information.)

The possession or use of medical marijuana at school is prohibited. Students under the influence of medical marijuana may result in discipline. If you have questions or want to discuss the use of medical marijuana, please contact Kyle Ross - Superintendent.

### Student Alcohol and Drug Testing S-196-S

All students in the Polo R-VII School District who choose to participate in extracurricular activities are entitled to do so in a drug-free environment. Student extracurricular activities provide experiences and opportunities that are not included in formal courses of study. They permit students to apply knowledge acquired in various courses and to gain real-world experiences. Our student activities program is based on the needs, talents and interests of the students. The student activities programs, in addition to the regular instructional program, allow for a well-rounded, balanced education and a higher degree of success in school—both academically and socially.

Participation in extracurricular programs is a privilege and carries with it the responsibility to adhere to high standards of conduct, refraining from the use of alcohol, illegal drugs, synthetic drugs and prescription drugs without a valid prescription.

To assist students in making healthy and safe choices, the district will require students and parents/guardians to consent in writing to random drug testing as a condition of participation in covered activities for grades 6-12. Covered activities include all extracurricular activities, including sports teams, student organizations and clubs, attendance at school sponsored dances and parking on the Polo R-VII School District parking lot. The main goal of this drug testing program is not to levy discipline, but to educate students regarding the serious problem of drug and alcohol abuse and to inform parents of risky behaviors concerning such use. Another goal of this program is opening the lines of communication between students and parents about the serious matter of drug and alcohol use and abuse and to offer support for those who may need it. As such, drug counseling and assistance programs will be required of any student who has a positive drug test under this policy. Any costs for assistance or enrollment into any drug counseling sessions will be exclusively the responsibility of the student or parent/guardian.

This policy does not affect other policies and practices of the school in dealing with drugs or alcohol use or possession where reasonable suspicion is obtained by means other than the random sampling discussed here. All students involved in the covered activities will be included in the random pool for testing throughout the school year.

### Definitions

*Covered Activities* – Missouri State High School Activities Association (MSHSAA) sanctioned activities, extracurricular activities and parking privileges.

*MSHSAA Activities* – Activities regulated by the Missouri State High School Activities Association (MSHSAA).

*Extracurricular Activities* – District-sponsored activities that take place outside of the regular course of study in school and will include attendance at school-sponsored events, athletic events, dances and field trips.

*Parking Privilege* – Parking on the Polo R-VII school parking lot.

*Participant* – Any student in grades 6-12 who is involved in extracurricular activities or any student who wishes to obtain a student parking pass.

*Drug Test* – A scientifically substantiated method to test for the presence of illegal drugs or alcohol as determined by a urine test.

*Illegal Drugs* – The synthetic or generic equivalent or derivative drugs that are illegal under federal, state or local laws, including but not limited to marijuana, alcohol, heroin, hashish, cocaine, hallucinogens, depressants, and stimulants not prescribed by a physician for the user. Illegal drugs include steroids and steroid derivatives or related substances that are not prescribed by a physician for the user. This term shall include, but shall not be limited to, all drugs listed on the Narcotic Drug Act, Section 195.101, RSMo, and Section 202 of the Controlled Substances Act, 21 U.S.C. 812.

*Non-Negative Drug Test* – Any test showing an initial positive result that has not been verified.

*Positive Drug Test* – A toxicological test result that is considered to demonstrate the presence of an illegal drug or the metabolites thereof using standards customarily established by the testing laboratory administering the drug test. The term alternatively may be referred to as a “positive,” a “positive test” or a “positive result.”

#### Confidentiality

All records related to random student drug testing shall be kept in confidential files separate from a student’s permanent educational records. Test results shall be released to school personnel only as needed to implement this policy.

#### Enrollment Period

The enrollment period will occur two times each school year. The first enrollment period will begin the first day of school for students and will be for one week (7 days). The second enrollment period will be at the beginning of the second semester for one week (7 days). Any student wishing to participate in extracurricular activities or have parking privileges on school grounds shall enroll during the designated enrollment period. Students may not opt out of the program and then opt in at a later date. New students to the district will be given a one-week (seven-day) enrollment period when they begin classes.

#### Consequences

Consequences shall be cumulative from grades 6-12. A positive test through this random drug testing program will not result in suspension from school or academic sanctions. The district will not report results to law enforcement. Students who test positive through this random drug testing program will be excluded from participation in covered extracurricular activities as follows:

*First Offense* – All students with a positive drug test will be excluded from participation in all covered activities and privileges for a period of 15 days from the date the school is notified of the test results. The student may not attend practice sessions or team

functions or sit with or participate with fellow participants during activities. All students with a positive drug test shall be required to attend a minimum of five hours of licensed counseling that specifically addresses drug/alcohol abuse, at parent/guardian expense. The counselor, with the legal consent of the parent and student, is to provide a written report of completion of the drug/alcohol counseling program to the school. Students also must participate in all random screenings for the remainder of the school year at the expense of the parent/guardian.

*Second Offense* - A second positive test will result in the student being ineligible to participate in all covered activities for 180 calendar days from the date the test results were determined. All students with a second positive drug test shall be required to attend a minimum of 15 hours of licensed counseling that specifically addresses drug/alcohol abuse, at parent/guardian expense. The counselor, with the legal consent of the parent and student, is to provide a written report of completion of the drug/alcohol counseling program to the school. After any student presents a positive test for illegal substances, he or she must participate in all random screenings for the remainder of the school year at the expense of the parent/guardian.

*Third Offense* – A third positive drug test will result in the student being ineligible to participate in all covered activities for the rest of the student’s enrollment in the Polo R-VII School District.

#### Refusal to Submit or Falsifying Results

A student refuses to submit for drug testing when he or she fails to provide adequate urine for testing when notified of the need to do so or engages in conduct that clearly obstructs the testing process. A student who refuses to submit to testing or takes deliberate action to falsify results may still be disciplined under the district’s discipline code for being under the influence of alcohol or drugs. A student who takes deliberate action to falsify results may also receive additional disciplinary consequences. If a student does not provide a urine specimen in three hours, the district will follow DOT protocol by giving the student up to five days to have what is called a “shy bladder examination” (at parent/guardian expense) to determine if there is a valid medical reason for not voiding in the three-hour time frame. If the student does not have the exam or if there is not a valid medical reason, then the test would be deemed positive.

#### Suspicion-Based Drug Testing

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

### **Parking on School Grounds without a Signed Drug Testing Form**

During normal school operating hours, students that have not signed the drug testing form will not be allowed to park on school grounds after the enrollment deadline has passed. Students that have not signed the drug form but are of legal age to drive will be required to complete a vehicle waiver form acknowledging that they understand they are not able to park on school grounds but must park on the roads. The consequences for parking on school grounds without a signed drug testing form will be as follows:

First Offense - Phone call to parent/guardian. Request to move vehicle off of school property.

Second Offense - Phone call to parent/guardian. Request to move vehicle off of school property. The second offense will automatically move the student to a Level II offense of Insubordination and student will be subject to that levels disciplinary action.

Third Offense - Any offense after the 2nd will result in the involvement of local law enforcement and possible movement to a Level IV Chronic Referrals disciplinary action.

### **Weapons in School S-200-S**

The District strictly prohibits unauthorized possession or use of weapons on District property, at District-sponsored activities, either on- or off-campus, and District transportation. Weapons will be confiscated and reported to law enforcement authorities.

Examples of prohibited weapons may include, but are not limited to, blackjack, concealable firearm, explosive weapon, firearm, firearm silencer, gas gun, knife, machine gun, knuckles, projectile weapon, rifle, shotgun, spring gun, switchblade or any knife, mace spray, or any other items customarily used, or which can be used, to inflict injury upon another person or property.

By law, a student who brings a weapon prohibited by law on school property will be expelled or suspended from school for not less than one calendar year and referred to law enforcement. The expulsion or suspension may be modified on a case-by-case basis upon the recommendation of the Superintendent to the Board. Other provisions of the discipline code related to the offense may be applied in addition to the consequences required by law. Students with disabilities who violate this policy will be reviewed under the provisions of the Individuals with Disabilities Act (IDEA) and/or Section 504 of the Rehabilitation Act.

### **Instruction**

#### ***A+ Program S-130-S***

##### ***A+ Program Description***

The District is a proud participant of the Missouri A+ Program. As a designated school, the District graduates are eligible for the A+ designation, which qualifies them to receive A+ monies from the state to be used for tuition to any public community college or public vocational technical school in Missouri. Several four-year colleges and universities accept A+ credentials and funding as well. Some

private, career/technical schools are also A+ eligible. In addition, more four- year institutions are offering incentives for students who meet the A+ criteria.

#### *A+ Program Requirements*

To participate in the A+ program, a student must meet all requirements. The student must be a U.S. citizen or permanent resident and have attended an A+ designated high school for two (2) consecutive years prior to graduation. The student must graduate with a non-weighted GPA of at least 2.5 on a 4.0 scale and have maintained at least a 95% attendance record in grades 9-12. In addition, the student must have performed 50 hours of unpaid mentoring and/or tutoring at a District school under District supervision coordinated through the A+ office. Up to 25% (12.5 hours) may include job shadowing prior to graduation. Good citizenship and the avoidance of unlawful use of alcohol and drugs is required. A score of proficient or advanced on the Algebra I end of course exam or a higher level DESE approved end-of-course mathematics exam must be achieved. Finally, the student must apply for non-payback scholarships by completing a FAFSA (free application for federal student aid) form.

More information about the A+ program may be accessed through the District website <https://sites.google.com/a/polo.k12.mo.us/counseling-and-career/a>, or from the District A+ Coordinator, Amy Walker at [walkera@polo.k12.mo.us](mailto:walkera@polo.k12.mo.us), (660) 354-2524, ext. 155.

#### *Assessment Program I-195-S*

All students will participate in the required, statewide screening and assessment program or an alternative assessment as determined by a student's Individual Education Plan (IEP). The District will comply with all assessment requirements for students with disabilities. The District has a written assessment plan, which is updated and posted annually on the District's website.

#### *Teaching About Human Sexuality I-120-S*

Students will be provided instruction regarding human sexuality that is appropriate for students' age and gender. Students in 6th grade through 12th grade will be provided training regarding sexual abuse that is trauma-informed and developmentally appropriate. District Policy provides information about the requirements related to content. Parents/guardians have the right to remove their student from any part of human sexuality instruction or sexual abuse training. All curriculum materials used in the District's human sexuality instruction and sexual abuse training are available for review prior to its use in instruction.

#### *Teaching About Computer Science I-123-S*

For students electing to use a computer science course for a math unit, please be aware some institutions of higher education may require four units of academic credit in math for college admission. If a student chooses to take a computer science course to fulfill a unit of academic credit in math, the parent/guardian who signs the Acknowledgement Form for this Student Parent Handbook acknowledges taking a computer science course



to fulfill a unit of academic credit in math may have an adverse effect on college admission decisions for their student.

### *Graduation Requirements I-190-S*

A student must meet the following requirements in order to graduate from the Polo R-VII School District, unless the stated exceptions apply. The student must:

1. Complete a total of 27 credits, including credits required by the State Board of Education.
2. Pass examinations on the provisions and principles of American history, American institutions, American civics, and the Missouri and U.S. Constitutions. (§§ 170.011, .345, RSMo.)
3. Successfully complete a course of instruction of at least one semester in length on the institutions, branches and functions of the government of the state of Missouri, including local governments, the U.S. government and the electoral process. (§ 170.011, RSMo.)
4. Have earned credit in the Polo R-VII School District's educational program between the ninth and twelfth grades.
5. Have taken all required end-of-course (EOC) examinations. (DESE Graduation Guidance)
6. Have received 30 minutes of cardiopulmonary resuscitation (CPR) instruction and training in the proper performance of the Heimlich maneuver or other first aid for choking. (§ 170.310, RSMo.)

### Exceptions

1. Graduation requirements for a student with a disability receiving special education services pursuant to the Individuals with Disabilities Education Act (IDEA) may be determined according to the student's individualized education program (IEP). Any specific graduation requirement may be waived if recommended by the student's IEP team. (DESE Graduation Guidance)
2. Students transferring from other Missouri school districts or charter schools, private or parochial schools, home schools, unaccredited schools, and schools in other states or countries will have their credits transferred in accordance with guidance from the Department of Elementary and Secondary Education (DESE) and may have some graduation requirements waived depending on the circumstances. (DESE Graduation Guidance)
3. The district will waive the requirement to pass examinations on the provisions and principles of American history, American institutions and the Missouri and U.S. Constitutions for students who transfer from a school outside Missouri if they can document the successful completion of a course of instruction in the institutions, branches and functions of state government, including local governments, the U.S. government and the electoral process. Such instruction must have been completed in grades nine through twelve. Students must still

complete the state American civics and CPR requirements. (§ 170.011, RSMo., DESE Graduation Guidance).

4. Graduation requirements for foster care students will be modified or waived in accordance with law and Board policy IGBE. (§ 160.1990, RSMo.)
5. Students in the household of an active duty member of the military, including students in the household of certain veterans who are deceased or injured as defined by law, who transfer to the district may have graduation requirements modified or waived in accordance with law. (§ 160.2000, RSMo.)
6. Eligible students who successfully complete the Missouri Option Program will be awarded a high school diploma. (5 C.S.R. 20-500.330)

### Earning Credit

1. The superintendent or designee is directed to assign credit values for courses offered by or through the school district and to develop formulas and procedures for awarding credit to transfer students who transfer from a district that uses a different standard for awarding credit.
2. The Polo R-VII School District recognizes units of credit obtained through accredited schools and school districts, including credits earned through courses delivered primarily through electronic media, such as online courses. For the purposes of this policy, an "accredited school" is a Missouri public school, a Missouri charter school, the Missouri Course Access Program (MOCAP); a private agency where students with disabilities are placed by a public school; or any school or school district accredited by the Missouri State Board of Education, AdvancED or the Independent Schools Association of the Central States (ISACS). If a school or school district is located in another state, that school or school district must be accredited by that state's department of education, AdvancED, ISACS or the equivalent organizations. (§ 161.670, RSMo., DESE Graduation Guidance)
3. Students may earn advanced-standing credit by successfully completing high-school level courses prior to entering the ninth grade. Advanced-standing credit may be counted toward meeting all graduation requirements, including state minimum requirements. (DESE Graduation Guidance)
4. The district may waive one unit of academic credit in English language arts, mathematics, science or social studies, whichever is most appropriate, for students who successfully complete an eligible three-unit career/technical program. Students must request this credit waiver prior to enrolling in the career/technical program for which the waiver is sought. Students must take the end-of-course exam required for any waived course. Unless otherwise waived by law, students who waive a social studies unit under this section are still required to complete a course of at least one semester in length on the institutions, branches and functions of the government of the state of Missouri, including local governments, and of the government of the United States and the electoral process. Students are also required to meet state requirements regarding American civics. (DESE Graduation Guidance)

5. In addition to the waiver of credit above, a student may fulfill one unit of academic credit with a district-approved agriculture or career and technical education course for any English language arts, mathematics, science or social studies unit required for high school graduation in any combination up to fulfilling one requirement in each of the four subject areas. The substitution may not be made for courses that require an end-of-course assessment. Unless otherwise waived by law, students who waive a social studies unit under this section are still required to complete a course of study of at least one semester in length covering the institutions, branches and functions of the government of the state of Missouri, including local governments, and of the government of the United States and the electoral process. Students are also required to meet state requirements regarding American civics. (§ 170.017, RSMo.)
6. Students may earn credit for a subject that has been embedded into another subject-area course in accordance with guidelines established by DESE. (DESE Graduation Guidance)
7. The superintendent or designee may approve credit earned on a proficiency basis if a student is able to demonstrate mastery of the competencies for a particular course and if state requirements are met for a quality, competency-based credit system. (DESE Graduation Guidance)
8. Students may earn credit by other means as approved by the Board and in accordance with law.

**\*\*The State of Missouri Graduation Requirement is 24 units of credit, including credits required by the State Board of Education. To qualify for this Diploma a Polo R7 student, extenuating circumstances must have occurred and must have the approval of the Polo R7 Superintendent and/or the Polo R7 Board of Education.**

A student in the household of an active duty member of the military, including some veterans who are deceased or injured as defined by law, who transfers to the Polo R-VII School District from another state at the beginning of or during his or her senior year who will not meet the graduation requirements of the district by the end of the senior year will receive a diploma from the sending school district if the student is able to meet the graduation requirements of the sending district. Representatives from the Polo R-VII School District and the sending district will work with the student to facilitate this alternative. If the sending district refuses to cooperate, the Polo R-VII School District will use best efforts to allow the student to graduate by the end of the senior year.

Students who complete the district's graduation requirements while under the jurisdiction of the juvenile court will be awarded a high school diploma even if the student completes the requirements in a different school district.

In addition to receiving their graduation diploma, students may earn a career and technical education certificate (CTE) if they meet the standards created by the State Board of Education. (§ 170.029, RSMo.)

### **Early Graduation Request**

According to the Polo School District Board Policy, students desiring to graduate early must request permission from the high school principal. Students will also be required to complete an early graduation request form prior to October 1st. If approved, written communication will be sent to parents by the counseling staff. A student who graduates early, will be allowed to participate in the Spring graduation ceremony, as long as they meet the attendance requirements. In all other school activities, early graduates will be treated as alumni.

### **Attendance Policy for the Graduation Ceremony Participation**

Attendance Requirements: Attendance is a high priority for all school districts in the state of Missouri. Accordingly, the Polo R VII Board of Education has mandated that to be eligible for the Graduation Ceremony, a Senior student must have an attendance rate of 90% or better during their Senior year. The school district realizes that there could be extenuating circumstances for absenteeism and will provide a platform for an appeal.

### **Attendance Appeal**

You are able to file an appeal for attendance at any time up until May 1<sup>st</sup>. At the end of the 3<sup>rd</sup> quarter, a letter showing the cumulative attendance record information for each Senior will be sent to parents with their report card. After receiving this information if your student is below 90% or in danger of falling below 90%, the parent will have 30 days from the end of that quarter to file an appeal with the Appeals Committee and provide the proper documentation. If an appeal is not filed within 30 days from the end of that quarter, then a waiver for those days missed will not be considered. Additionally, there will be an Appeal deadline for any 4<sup>th</sup> quarter absences. All 4<sup>th</sup> quarter appeals must be submitted by May 1<sup>st</sup>. Early graduates still must meet the attendance requirement in order to be able to come back in May and walk with their classmates. These attendance appeals would need to be completed by the end of 2<sup>nd</sup> quarter.

The purpose of the attendance appeal is to help students meet the attendance requirements for participating in the Graduation Ceremony when extreme and unusual circumstances occur, such as:

- Catastrophic Illness
- Hospitalization for surgery or emergency treatment
- Catastrophic family crisis
- Quarantine directed by a Dr. or by School Medical Personnel
- Any Court mandated activity
- Chronic issues that require regular medical treatment and for which the student has a 504 accommodation plan on file or for which the student could be eligible for a 504 accommodation plan.

**A student will not receive a waiver if any absence is due to any of the following:**

- Truancy
- Skipping class
- Personal/family vacation
- Transportation problems (unless it involves school provided transportation)
- Suspended from class or school for any reason
- Normal illnesses

**Graduation Ceremony Appeals Committee**

- **Level 1: High School Principal, High School Counselor, High School Administrative Assistant**
- **Level 2: Polo R-VII Superintendent**

### Polo High School Graduation Ceremony Attendance Appeals Form

You are able to file an appeal for attendance at any time up until May 1<sup>st</sup>. At the end of the 3<sup>rd</sup> quarter a letter showing the cumulative attendance record and appeals information for each Senior will be sent to parents with their report card. After receiving this information if your student is below 90% or in danger of falling below 90%, the parent will have 30 days from the end of that quarter to file an appeal with the Appeals Committee and provide the proper documentation. If an appeal is not filed within 30 days from the end of that quarter, then a waiver for those days missed will not be considered. Additionally, there will be an Appeal deadline for any 4<sup>th</sup> quarter absences. All 4<sup>th</sup> quarter appeals must be submitted by May 1<sup>st</sup>. Early graduates still must meet the attendance requirement in order to be able to come back in May and walk with their classmates. These attendance appeals would need to be completed by the end of 2<sup>nd</sup> quarter.

- Catastrophic Illness
- Hospitalization for surgery or emergency treatment
- Catastrophic family crisis
- Quarantine directed by a Dr. or by School Medical Personnel
- Any Court mandated activity
- Chronic issues that require regular medical treatment and for which the student has a 504 accommodation plan on file or for which the student could be eligible for a 504 accommodation plan.

**A student will not receive a waiver if any absence is due to any of the following:**

- Truancy
- Skipping class
- Personal/family vacation
- Transportation problems (unless it involves school provided transportation)
- Suspended from class or school for any reason
- Normal illnesses

Supporting documentation must be submitted with this form to the Level 1 Appeals Committee. The student and parents/legal guardians will be notified in writing of the appeal determination. Once a decision has been rendered the Parents will then have the right to make a Level 2 Appeal to the Superintendent. All Level 2 Appeals must be made within 5 days of receipt of the Level 1 Committee Decision.

\_\_\_\_\_  
Student Name: \_\_\_\_\_ Graduation Year \_\_\_\_\_

Parent(s)/Legal Guardian(s) Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address: \_\_\_\_\_

Nature of and reason for appeal (list dates and times appealed):

\*Attached Supporting Documentation: \_\_\_\_\_yes \_\_\_\_\_no / \_\_\_\_\_ # of Pages of Supporting Documentation

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

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date

**Return to:**  
**Polo High School Office**  
**300 West School Street**  
**Polo, MO 64671**

Office Use Only:		
Committee Met: _____	Committee Decision: _____ Approve _____ Denied	Decision Letter Mailed: _____

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

Students eligible for services under the Individuals with Disabilities Education Act (IDEA) who will have completed four years of high school at the end of a school year may participate in the graduation ceremony and all related activities of the student's graduating class if:

1. The student's Individualized Education Program (IEP) prescribes special education, transition planning, transition services or related services beyond the student's four years of high school, and
2. The student's IEP team determines the student is making progress toward the completion of the IEP and that participation in the graduation ceremony is appropriate.

The student and the student's parent/guardian will be provided written notice of this policy at the annual IEP meeting prior to or during the student's fourth year of high school.

### **High Demand Occupations**

Below is information on areas of critical workforce needs and shortages in the labor markets in this state.

For a direct link to the Department of Elementary and Secondary Education's page on Critical Need/Shortage Occupations is available [here](#).

For a direct link to the fiscal year 2025 High Demand Occupations list, please click [here](#).

### *Section 504 I-125-S*

The District is required to undertake measures to identify and locate every qualified disabled person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parent or guardians of the District's duty.

The District will provide 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, the provision of an appropriate education is the provision of regular or special and related aids and services that are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and are based on adherence to procedures that satisfy the requirements of the Section 504 federal regulations.

The District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed Monday – Friday (8:00 am – 3:30 pm) in the office of Missy Madison, Special Education Director, 300 W School Street, Polo, MO 64671, 660-354-2326. Alternative times are available by request.



This notice will be provided in native languages as appropriate.

*Special Education I-125-S*

The District is required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the District, 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 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 District assures that it will provide information and referral services necessary to assist the State of Missouri in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The District assures that personally identifiable information collected, used, or maintained by the District 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 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 Monday – Friday (8:00 am – 3:30 pm) in the Polo R-VII Central Office, 300 W School Street, Polo, MO 64671, 660-354-2326. Alternative times are available by request.

This notice will be provided in native languages as appropriate.

### *Virtual/Online Courses I-160-S*

The District offers online classes for students for acceleration, credit recovery, and options for students who need flexible schedules. The courses are taught by Missouri teachers, are aligned with the Missouri State Learning Standards, and follow the same semester calendar as face-to-face classes. The requirements for the enrollment and approval process are outlined in District Policy. Students whose educational interests are best served through on-line options may take up to six credits per semester.

For more information regarding online courses, consult the secondary course catalog and/or speak with your school counselor. Additional information about resources and processes may be accessed on the District's website at <https://drive.google.com/file/d/101MtKMPNrS7z3nGljKuEp7083VPlCsp3/view> and District Policy.

### Technology F-265-S

#### Policy on Student Display or Use of Electronic Personal Communications Devices

Recently, the Missouri General Assembly passed Senate Bill 68. Part of that bill mandates all public schools implement policies that limit or restrict student access to electronic personal communications devices, including cell phones, smartwatches, during the school day. With the possibility of this Senate Bill taking effect in August of 2025, we are proceeding with the following policy to be compliant.

For purposes of this policy, an "electronic personal communications device" means a portable device used to initiate, receive, store, or view communication, information, images, or data electronically.

This includes, but is not limited to, mobile phones, personal tablets, smartwatches, personal laptops, handheld gaming devices, meta/AI glasses, and earbuds/headphones connected to these devices.

#### **Prohibited Display or Use**

Students are prohibited from displaying or using electronic personal communications devices from the beginning of the school day until the end of the school day.

#### **Disciplinary Procedures**

Consequences for cell phone use:

- a. 1st offense: The phone will be taken to the office for the rest of the day. The student can pick it up when school is out. Documented warning from the Administrator will be issued and parents will be contacted.
- b. 2nd offense: Parents will be contacted. The phone will be taken to the office for the rest of the day. The student can pick it up when school is out. The student must turn in their phone to the office at the start of the school day for two additional days.
- c. 3rd offense: Parents will be contacted. The phone will be taken to the office for the rest of the day. The student can pick it up when school is out. Students The student must also turn in their phone to the office at the start of each school day for the rest of the quarter. The student can pick it up daily when school is out.

d. Any offense after the third will result in a mandatory parent meeting with Administration and may be subject to additional discipline.

### **Exceptions**

Display or use of an electronic personal communications device shall be permitted if required under:

- An Individualized Education Program (IEP)
- A Section 504 Plan
- An Individualized Emergency Health Care Plan or Individualized Health Care Plan (under §167.625 RSMo)
- The Americans with Disabilities Act (ADA), as amended
- The Rehabilitation Act of 1973, as amended
- The Civil Rights Act of 1964
- The Equal Educational Opportunities Act of 1974 for English language learners

Use of electronic devices are also allowed under the following conditions:

- In case of an emergency, a serious, unexpected, and dangerous situation that requires immediate action. This includes but not limited to the following: an active fire, active tornado or earthquake, active shooter, evacuation of school grounds, a medical emergency, or any other serious, unexpected, and dangerous situation that requires immediate action.
- For educational purposes, when explicitly authorized by a teacher or school official pursuant to this policy. Prior approval from an Administrator is required.

### *Technology Devices and Acceptable Use Policy*

The District maintains an environment that promotes ethical and responsible conduct in all online network activities by employees and students. All authorized users are expected to acknowledge and comply with the rules and policies of technology usage and the District network.

### *Technology Devices*

- Music/Electronic devices will be allowed before/after school and at lunch.
- Music/Electronic devices will be allowed in classrooms where the teacher has granted permission for their educational use. (may need prior approval by administration)
- Music/Headphones will not be allowed between classes.
- No electronic devices are allowed to be used in the restrooms or locker rooms at any time.
- Students are not allowed to bring personal computers to school.
- Guest wifi may be available for use on devices but it will be monitored and restricted for all students at all times.

### *Acceptable Use*

All use of District devices and Internet usage must support educational purposes consistent with the District mission. Network accounts must be accessed only by the authorized user of the assigned account without an expectation of privacy from the District. Employee and student subscriptions to mailing lists and bulletin boards require

prior approval by the system administrator. All online activity will be respectful and align with the code of conduct, discipline, and other related policies of the District. All technology of students will be monitored in compliance with the Children's Internet Protection Act (CIPA).

### *Unacceptable Use*

Any use of the network for commercial, for-profit, political purposes or advertisement is prohibited. Excessive use of the network for personal business may be cause for disciplinary action. No use of the network may be used to disrupt the use of the network by others or to destroy, modify, or abuse the system in any manner. District resources may not be used to download software or other files unrelated to its mission. Use of the network to access or process pornographic, dangerous, or inappropriate files as determined by the administrator is prohibited. The network may not be used to download, duplicate, or distribute copyrighted materials. The network shall not be used for any unlawful purposes. Use of profanity, harassing, or other offensive or discriminatory language is prohibited.

### *User Agreements*

Parents and, when age-appropriate, students are required to review and sign User Agreements in order to access District technology. (See User Agreement form in this handbook.)

### *Safety and Cybersecurity*

The District monitors the online activities of students and operates a technology protection measure ("filtering/blocking device") on the network and/or all computers with Internet access, as required by law. The filtering/blocking device will attempt to protect against access to visual depictions that are obscene or harmful to minors or are child pornography, as required by law. Filters/blocking devices are not foolproof, and the District cannot guarantee that users will never be able to access offensive materials using District equipment. Evading or disabling, or attempting to evade or disable, a filtering/blocking device installed by the District is prohibited.

### Building Information

#### *Grading and Reporting System*

Students will receive report cards or slips following each nine-week period (if all district bills are paid). Parents are urged to look them over, and if there are any questions, to contact the teacher and/or principal and a discussion of the grade or grades will be scheduled. High school grade cards need not be returned. Generally, the following grading system will be followed: A = Excellent; B = Very good; C = Average work; D = Below-average; F = Unacceptable (no credit). Ten percent of each student's grade will be based on their responsible participation in class. Students should ask teachers how grades were determined if any misunderstanding arises.

**MID-TERM REPORTS WILL ONLY BE SENT HOME FOR THE STUDENTS WITH D'S OR F'S AT THE HALFWAY MARK OF THE NINE-WEEK GRADING PERIOD.**

**GRADING SCALE**

96-100	A	4.00	Grade Points for Honor Roll
90-95	A-	3.67	
87-89	B+	3.33	
83-86	B	3.00	
80-82	B-	2.67	
77-79	C+	2.33	
73-76	C	2.00	
70-72	C-	1.67	
67-69	D+	1.33	
63-66	D	1.00	
60-62	D-	0.67	

**HONOR ROLL**

High School Honor Roll will be calculated at semester for grades 9-12. All subjects will be used to determine the student's grade point average. Averages for their subjects will be determined using the point system. A = 4.0; B = 3.0; C = 2.0. If there is a D or F in any subject the student is ineligible for the Honor Roll. The A Honor Roll is 3.67 - 4.0. The B Honor Roll is 3.0 - 3.66.

**WEIGHTED CLASSES**

The purpose for granting extra weight for classes is to encourage students to take more challenging classes as juniors and seniors without being unduly concerned with their GPA.

The majority of our offerings will be Level I classes; however, the classes listed below fall into either Level II or Level III.

<b><u>Level II</u></b>	<b><u>Level III</u></b>
Anatomy	Any dual credit course
Chemistry	Calculus
Physiology	College Algebra
Trigonometry	Physics
Statistics	Pre-Calculus
Biology II	

The chart below presents the ASSIGNED WEIGHT for each Level:

Grade	Level I	Level II	Level III

A	4.00	4.33	4.67
A-	3.67	4.00	4.33
B+	3.33	3.67	4.00
B	3.00	3.33	3.67
B-	2.67	3.00	3.33
C+	2.33	2.67	3.00
C	2.00	2.33	2.67
C-	1.67	2.00	2.33
D+	1.33	1.67	2.00
D	1.00	1.33	1.67
D-	0.50	1.00	1.33
F	0.00	0.00	0.00

This policy will be in effect for all students in the high school. Other potential upper level courses not listed can be placed at the appropriate level as determined by the High School Principal in consultation with the department involved.

Dual Credit Course Enrollment will require students to have at least a 3.00 grade point average. Some courses/institutions may require a specific ACT score for acceptance in a dual credit course. Most institutions require students to be considered junior level or higher in order to take dual credit courses. Sophomores with special permissions may be allowed to take a dual credit course.

**Online Dual Credit Courses will fall under the rules, regulations, and governance of the Institution that is providing the instruction. The Polo R VII School District will only serve as a facilitator of the course. All coursework and grades are completely in the control of the sending institution. Any grievance issues with a course will have to be taken to the Institution that has provided the services.**

### **VOCATIONAL EDUCATION AND CORE AREA CREDITS**

Below is a policy for students attending vocational education at Grand River Technical School (GRTS). It specifies the criteria allowing students to earn credit in the areas of math, science and communication arts.

Based on the graduation requirements, a hardship is sometimes imposed on prospective GRTS students. It is designed to recognize the content of the courses and provide the students with the education as specified by DESE. If students know they are capable of receiving a math, science or language arts credit (depending on the program) while enrolled in the vocational program, students will be able to build a 4-year academic plan which would include attending the GRTS.

### **Two Year Vocational Programs**

Students, depending on the program in which they are enrolled, may earn credits in various core subjects. Students may earn 1/2 credit per year (In addition to their vocational credit).

At the completion of the school year, students who have passed two semesters at GRTS will receive their 1/2 credit in the following subject areas:

Program	Unit of Credit
Automotive Services Technology	3 units practical arts, 1/2 Math & 1/2 Science
Building Trades	3 units practical arts, 1/2 Math
Collision	3 units practical arts, 1/2 Math
Computer Services Technology	3 units practical arts, 1/2 Math
Early Childhood Professions	3 units practical arts, 1/2 Math
Health Service Technology	3 units practical arts, 1/2 Math & 1/2 Science
Hospitality and Tourism Management	3 units practical arts, 1/2 Math
PLTW Engineering	3 units practical arts, 1/2 Math
PLTW Computer Science	3 units practical arts, 1/2 Math
ProStart	3 units practical arts, 1/2 Math
Welding	3 units practical arts, 1/2 Math

### **GRTS Vocational Language Arts and Math Credit**

GRTS offers the student the option to earn 1/2 credit of language arts each year. This provides the student the option to fulfill DESE's requirement of completing four credits of language arts. The student must enroll in this course at Grand River Technical School, complete all the requirements of the course syllabus and pass their year of study at Chillicothe, to receive 1/2 credit for language arts each year. This credit would count toward the fourth year of language arts requirement which is required to graduate from Polo High School. Students will also receive an embedded 1/2 credit of math (through their program) each year they are enrolled at GRTS.

### *Missouri State High School Activities Association (MSHSAA) Activities*

All students who engage in any school sponsored athletic activity must have a doctor's examination, proof of insurance, and a written statement from parents permitting the student to take part in the activity. Students will not be allowed to participate in any extracurricular activities (practice, games or performance) on the day that he or she is absent for school without prior approval from the principal.

More information on the District's MSHSAA activities can be found on the District's website at:

<https://www.polo.k12.mo.us/high-school/sports-information>.

### **PHYSICAL EDUCATION AND ELIGIBILITY FOR INTERSCHOLASTIC ACTIVITIES**

The athletic program is an integral part of the secondary schools and shall supplement the curriculum program by providing worthwhile experiences to students that will enable them to develop the attributes for good citizenship. The athletic director, working with the principal of the Senior High School, will administer these programs.

Participation in interscholastic athletics is for students in grades six through twelve (6-12) as determined by the Grand River Conference and the Missouri State High School Activities Association (MSHSAA). Programs of interscholastic athletics, planned in accordance with the District's Affirmative Action policy and MSHSAA regulations and Grand River Conference rules, shall be planned to include activities and sports reflective of student interest. To encourage skill development, athletic participants and substitute team members shall participate in activities and games in so far as feasible. Access shall be provided contingent on budgetary limitations and in accordance with District guidelines for these areas:

- School facilities.
- Sponsors, coaching and instructor.
- Scheduling of meeting/practice times and games.
- Number of activities at each level of competition.
- Equipment, supplies and services.

All coaches are required to conform to all regulations as promulgated by MSHSAA and the Polo R V-II School District. A student engaged in interscholastic competition must portray good citizenship in the school and community. He/she shall be required to be in conformance with all general school rules and regulations, rules established by the coaching staff for the sport in which he/she is participating, and conformance with the laws of the community.

The District's High School is a member of the MSHSAA. In all athletic and activity matter, this school will adhere firmly to the rules and regulations of the MSHSAA and to the philosophy of sports and activities that MSHSAA encourages.

### **REGULATIONS GOVERNING STUDENT ATHLETIC PARTICIPATION**

- A student must be under nineteen (19) years of age on or before July 1<sup>st</sup> preceding the opening of school, pass a medical examination and have parent/guardian permission. Ninth grade athletes must not be older than sixteen (16) years of age prior to July 1<sup>st</sup>.



- A student shall not be considered eligible while under out-of-school suspension. A student expelled or who withdraws from school because of disciplinary measures shall not be considered eligible for 365 days from the date of expulsion or withdrawal.
- A student who is absent from school on the day of an interscholastic contest or on a Friday before an interscholastic contest on a Saturday will not be permitted to participate in said contest without a written release from the school Principal.
- Credit earned or completed after the close of the semester shall not count as having been earned that semester, except in case of a delayed final examination because of illness certified by a physician.
- A student shall not have completed or accepted cash or merchandise awards in any sport in which MSHSAA member school competes interscholastically. Awards for participation in non-school sports during the summer shall meet the same standards as awards to be given by schools for participation in school sports.
- The student must meet all other eligibility requirements of MSHSAA and the Grand River Conference.
- Competition by athletes in organized non-school sponsored athletic competition must meet the following conditions:
- During the sport season, a student who represents his/her school by competing in any interscholastic contest shall not compete as a member of a non-school team or as an individual participant in an organized non-school competition in the same sport.
- The MSHSAA handbook will be considered a part of this set of regulations.

### **TRAVELING TO AND FROM SCHOOL EVENTS**

Under all but the most unusual circumstances, participants (athlete, managers, cheerleaders, performers, etc.) in school activities are expected to ride to and from the event with the group. However, students may ride home with their parents if the parent PERSONALLY asks the teacher or administrator to release their children to them after the event and signs them out with the person responsible. Students may ride home with a responsible adult (neighbor, aunt, uncle, etc.) if a note from the parents is submitted to the teacher or an administrator prior to leaving for the event. A responsible adult is thought to be at least 18 years of age and out of high school, but is subject to administrative discretion based on individual circumstances which may arise. Electronic submissions (email's, text message, or phone calls) to the sponsor or administration will be acceptable as long as the sponsor is able to identify the parent/guardian. Parents are encouraged to get notes into the office prior to the event as it is a much smoother process. One standard letter/email on file would work for a student for an entire season.

### **EXTRA-CURRICULAR ACTIVITIES/ORGANIZATIONAL HANDBOOK**

The intent of this handbook is to inform the participants, of extra-curricular activities/organizations, and their parents of the rules involved with participating in those activities. If the rules are not followed, then the participant will suffer the appropriate consequences. As a person who is participating in extra-curricular activities/organizations, it is your duty to read and understand the rules outlined in this handbook and to comply with all of them.

Activities/organizations are a privilege, not a right. If you, as a participant, cannot follow the rules, then you will not be allowed to participate in extra-curricular activities/organizations. As participants you are a representative of your school, community, and family. As such you are expected to follow the code of conduct given in this handbook.

A student who plans to participate in an extra-curricular activity/organization needs to be familiar with the rules in this handbook. Not knowing is not a reason for a violation of the rules.

The Polo R-VII School District will follow the MSHSAA official handbook for all activities/organizations. If the Polo R-VII handbook or organizational bylaws are more restrictive, then those Polo R-VII or organizational standards will be followed.

By- Law 212 (Citizenship Standard) 212.0 CITIZENSHIP REQUIREMENTS: Students who represent the Polo R-VII School District in interscholastic activities must be creditable citizens and judged so by the proper authority. Those students whose character or conduct is such as to reflect discredit upon themselves or their schools are not considered "creditable citizens." Conduct shall be satisfactory in accord with the standards of good discipline. A. Law Enforcement: A student who commits an act for which charges may be or have been filed by law enforcement authorities under any municipal ordinance, misdemeanor or felony statute shall not be eligible until all proceedings with the legal system have been concluded and any penalty (i.e. jail time, fine, court costs, counseling, etc.) has been satisfied. If law enforcement authorities determine that charges will not be filed, eligibility will be contingent upon local school policies. Minor moving traffic offenses shall not affect eligibility, unless they involve drugs, alcohol, accidents or injuries. After a student has completed all court appearances and penalties, and has satisfied all special conditions of probation and remains under general probation only, local school authorities shall determine eligibility

**The Polo R-VII activities include: Band, Baseball, Basketball, Cheer, Choir, Flag Corp, Football, Softball, Track, Academic Team, Boys Wrestling, Girls Wrestling, and Cross Country.**

**Polo R-VII organizations include: Art Club, Class Officers, FFA, FBLA, FCA, Newspaper, National Honor Society, Principal's Advisory Committee (PAC), SADD, Chess Club, Art Club, Write Club, Student Council.**

**The Polo R-VII Policy on drugs/alcohol/tobacco is as follows:**

A participant seen and/or caught in possession of using, consuming, buying, selling or distributing illegal drugs, drug paraphernalia, vaping devices, tobacco, or alcohol on or off school grounds by a member of the staff, and/or law enforcement, will result in the following:

1<sup>st</sup> Offense: Suspended from all athletic/organization competition for at least 15 participation days or cleared by MSHSAA standards.

2<sup>nd</sup> Offense: Suspended from all athletic/organization competition for at least 30 participation days or cleared by MSHSAA standards.

3<sup>rd</sup> Offense and all subsequent offenses: Suspended from all athletic/organization competition for at least 90 participation days or indefinitely (depending on the severity of the offense). Student-athletes may be considered for removal from all activities/athletics for the remainder of their high school career on a third offense.

**The following guidelines also apply to this policy:**

- Each suspension will begin on the date the incident occurred unless the student athlete has competed in an event prior to administrations knowledge of the violation. In that case the suspension will begin from the date the incident is discussed with the student.
- The policy will be in effect for 365 days of the year.
- The calendar year will begin when school is dismissed for summer break and continue until the last day of school the following year. A student's suspension may continue past the beginning of the year and into the next school-year. Students will be able to practice during the suspension.
- Students who are caught by law enforcement officials may be penalized further under MSHSAA guidelines. This may include infractions which occur during the summer which could affect future activities.
- The school may also request that the student attend classes if they feel the problem is severe enough.

**The Polo R-VII Policy on missing a practice either excused or unexcused is as follows:**

It is vital to all the activities that the participants attend every practice when they are in compliance with absent, In School Suspension, or Out of School Suspension policy from the athletic/organization handbook. To ensure that all activities handle the absences of participants at practice in the same fashion the following guidelines will be used. It is the coach's/sponsor's discretion to determine what is excused and unexcused.

**The Polo R-VII Policy on persons in In School Suspension or Out of School Suspension is as follows:**

In School Suspension: A person who is in In-School-Suspension will be allowed to practice while they are serving their In-School-Suspension. However, a person may not participate in any event or activity until they have completed their assigned In-School-Suspension. If the student completes his/her In-School-Suspension the same day as a game or event they may participate.

Out of School Suspension: A person who is serving any type of Out-of-School Suspension, 1/2 or full day, will not be allowed to practice, compete, or attend activities or functions.

**The Polo R-VII Policy of persons with school related discipline problems (detentions) is as follows:**

As a person participating in extra-curricular activities/organizations it is your responsibility to conduct yourself in an appropriate manner, and to set a good example, in school. Being assigned detention is not a good example for a model student. If a student is late to a meeting or practice because they were in detention, then the punishment will be left up to the individual coaches/sponsors. Coaches/Sponsors

should also follow the following rules for each semester: A student will be allowed to participate in practice, but will not be allowed to participate in a contest or activity until all detentions have been served. Students will be able to participate in local meetings.

**The Polo R-VII policy on person's attendance on the day of competition/event and practices is as follows:**

A person will be in attendance a full day (8 hours) the day of a game. If they are not, they will not be allowed to participate at the competition/event. So for a Saturday game you must be at school a full day on Friday. The only exception is if the absence is a pre-approved absence, by the school administrator. A student must also be in attendance the 1/2 day (periods 5,6, 7 & 8) in order to practice. If the student does not attend 1/2 the day of school, then they will not be able to practice. Exceptions may be granted with administrative approval.

**The Polo R-VII Policy on uniforms and the care of the uniforms:**

A student is responsible for the return of their uniforms. They are to be returned clean and in the same condition as they were handed out in. If a uniform comes back dirty, lost, or is damaged when it is to be returned, the student will be fined either \$10 or the cost of the uniform. If the student does not pay, all records will be held until the fine is paid. If the student does not return a uniform, they will not be allowed to participate in the next sport until the uniform is returned or paid for. Any sport or activity's coach or sponsor can add additional rules to these, if they wish, and with the school board approval. A coach/sponsor may not ease the rules for anyone or anything without approval of the athletic director, administration, and school board.

**The Polo R-VII School District has the following Academic Policy:**

\*If a student receives two or more "F's" 1<sup>st</sup> or 3<sup>rd</sup> quarter they will be declared ineligible for the next quarter.

\*If a student receives two or more "F's" in a semester they will be declared ineligible for the next semester.

\*A student may attend summer school to become eligible for the following year. Normal MSHSAA policies regarding earning credit for eligibility will apply.

**Polo R-VII Eligibility Policy**

He/she must start and complete the class before their first practice begins in the fall. The class that is taken must be one or more of the previously failed class. Only one credit may be used toward regaining eligibility. The class must be offered either at Polo or a previously approved school. The class cannot be a correspondent's course.

**MSHSAA Policy**

Summer school courses may count toward maintaining academic eligibility provided the credit earned for each course is placed on the school transcript, such course(s) must count toward meeting graduation/promotion requirements, and no more than one credit earned in summer school shall count toward maintaining academic eligibility.

### **Organizations and Travel**

Students who are ineligible due to the MSHSAA handbook or the Polo R-VII guidelines will not be allowed to travel or compete with the organization to competitions or field trips unless prior approval is given by the principal. Students will however, be able to attend and participate in local meetings or activities with approval from the sponsor. If a student is eligible based on grades, but the attendance for that student is under 90% at that time, they will not be allowed to travel on any field trip or competition unless approved by the principal.

### **Officers of Organizations/Managers**

Students who are currently ineligible (with the exception of one failing grade) may not run for an office within the organization or be a manager for an activity. If a student holds an office or is a manager for an activity while he/she becomes ineligible (with the exception of one failing grade) they will have to temporarily step down from that office until they become eligible.

### **FFA**

FFA makes a positive difference in the lives of students by developing their potential for premiere leadership, personal growth and career success through agricultural education. Some activities of this club include: participating in contests, projects, shows and fairs; attending state and national conventions; sponsoring chapter activities at school. Enrollment in an Ag class automatically starts FFA membership of which there is \$30 annual dues.

### ***District Sponsored Extra-curricular Activities and Clubs I-210-S***

Extracurricular activities sponsored by the District are part of the educational experience and opportunities for students. Clubs, sports, and other groups seek a diverse range of students and provide fair access under the law. Students are encouraged to identify activities matched to their interests and ability levels and participate in those activities. Participation in extracurricular activities is voluntary and a privilege. Therefore, students must meet certain academic standards, demonstrate acceptable citizenship and behavior, and maintain appropriate attendance in order to be eligible to participate. Unless special arrangements have been made with the principal, a student is required to attend school on the day of an activity in order to participate. All extracurricular activities are supervised by District employees and the expected code of conduct for students remains the same as during the standard school day. Additional guidelines for specific groups, including activities sanctioned by the Missouri State High School Activities Association (MSHSAA), may be outlined at the beginning of the year and/or season. Competitive, interscholastic activities may have evaluation procedures that eliminate some students from participation. When students are not selected for participation, communication will occur in a personal and respectful way.

Please see the list of activities in the MSHSAA section above.

### ***School Cancellations and/or Early Dismissal***

School will be closed when weather conditions are such that buses are unable to run safely. A broadcast will be made utilizing all Kansas City radio and television stations to

notify students and parents/guardians. Announcements will also be made on KMZU 100.7 FM; KMRN 1360 AM; KNOZ 100.1 FM; KCHI 1010 AM & 103.9 FM; KGOZ 101.7 FM. Announcements will also be made through Infinite Campus Messenger 2.0, the District website, and Facebook. Please do not call the administration or radio/TV stations for this information.

At times, school may dismiss early during the day. In the event such a closing should occur, a broadcast will be made and media notified. Information should be given to your child as to what s/he should do if this situation arises. Please keep a watch on the weather, especially in the winter months. If the school needs to send your student to another destination or phone someone to pick her/him, please have this information on file in the office. Time is short in emergency situations and every effort will be made to keep students safe.

### *Class Schedules/Bell Schedules*

#### Daily Schedule 9-12

<b>Period</b>	<b>Start</b>	<b>End</b>
<b>1st Period</b>	8:20 AM	9:06 AM
<b>2nd Period</b>	9:10 AM	9:56 AM
<b>3rd Period</b>	10:00 AM	10:46 AM
<b>4th Period</b>	10:50 AM	11:37 AM
<b>MS Lunch</b>	11:41 AM	12:03 PM
<b>MS 5th Period</b>	12:07 PM	12:57 PM
<b>HS 5th Period</b>	11:41 AM	12:33 PM
<b>HS Lunch</b>	12:37 PM	12:57 PM
<b>6th Period</b>	1:01 PM	1:47 PM
<b>7th Period</b>	1:51 PM	2:37 PM
<b>Panther</b>	2:41 PM	3:16 PM

#### 10:20 AM Late Start Schedule 9-12

<b>Period</b>	<b>Start</b>	<b>End</b>
<b>Panther Hour</b>	10:20-10:30	(10 minutes)
<b>7th Period</b>	10:34 - 11:04	(30 minutes)
<b>6th Period</b>	11:08 - 11:38	(30 minutes)
<b>MS Lunch</b>	11:41 - 12:03	
<b>MS 5th Period</b>	12:07 - 12:57	
<b>HS 5th Period</b>	11:41 - 12:33	
<b>HS Lunch</b>	12:37 - 12:57	
<b>4th Period</b>	1:01 - 1:32	(31 minutes)
<b>3rd Period</b>	1:36 - 2:06	(30 minutes)
<b>2nd Period</b>	2:10 - 2:41	(31 minutes)
<b>1st Period</b>	2:45 - 3:16	(31 minutes)

#### 1:16 PM Early Out Schedule 9-12

<b>Period</b>	<b>Start</b>	<b>End</b>
---------------	--------------	------------

<b>1st Period</b>	8:20 AM	9:06 AM
<b>2nd Period</b>	9:10 AM	9:56 AM
<b>3rd Period</b>	10:00 AM	10:46 AM
<b>4th Period</b>	10:50 AM	11:37 PM
<b>MS Lunch</b>	11:41 AM	12:03 PM
<b>MS 5th Period</b>	12:07 PM	12:57 PM
<b>HS 5th Period</b>	11:41 PM	12:33 PM
<b>HS Lunch</b>	12:37 PM	12:57 PM
<b>6th Period</b>	1:01 PM	1:16 PM

### *Lockers*

Each student in grades 9 through 12 is assigned a hallway locker. If a student has any problem with a locker, they should report it to the office. Each student will be issued a lock which will be returned at the end of the year. If the lock is not returned the student will be charged \$5.00.

### *Supply Lists*

School supply lists can be found on the District's website at:  
<https://www.polo.k12.mo.us/home>.

### *Student Parking*

The enrollment period will occur two times each school year. The first enrollment period will begin the first day of school for students and will be for one week (7 days). The second enrollment period will be at the beginning of the second semester for one week (7 days). Any student wishing to participate in extracurricular activities or have parking privileges on school grounds shall enroll during the designated enrollment period. Students may not opt out of the program and then opt in at a later date. New students to the district will be given a one-week (seven-day) enrollment period when they begin classes.

### **Parking on School Grounds without a Signed Drug Testing Form**

During normal school operating hours, students that have not signed the drug testing form will not be allowed to park on school grounds after the enrollment deadline has passed. Students that have not signed the drug form but are of legal age to drive will be required to complete a vehicle waiver form acknowledging that they understand they are not able to park on school grounds but must park on the roads. The consequences for parking on school grounds without a signed drug testing form will be as follows:

**First Offense** - Phone call to parent/guardian. Request to move vehicle off of school property.

**Second Offense** - Phone call to parent/guardian. Request to move vehicle off of school property. The second offense will automatically move the student to a Level II offense of Insubordination and student will be subject to that levels disciplinary action.

**Third Offense** - Any offense after the 2nd will result in the involvement of local law enforcement and possible movement to a Level IV Chronic Referrals disciplinary action.

## District Policy Information

### *Physical Examinations and Screenings S-146-S*

The District will generally obtain parental consent before administering a physical examination or screening on a student. However, the District may forgo obtaining parental consent if there is a health or safety concern or by court order.

No nonemergency, invasive physical examinations or screenings of student are scheduled or expected to be scheduled at this time.

Parents and guardians will be provided an opportunity to opt out of any nonemergency, invasive physical examination or screening of their student.

This policy does not apply to any physical examination or screening that is permitted or required by state law, including physical examinations or screenings that are permitted without parent notification.

### *Surveying, Analyzing, and Evaluating Students S-150-S*

The District has developed District Policies regarding the rights of a parent/guardian to:

- Inspect all instructional materials.
- Inspect and provide prior written consent for a student to participate in certain student surveys.
- Be informed of and provide prior written consent for physical examinations or screenings that the school or agency may administer to a student.
- Be informed of the District's collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose), including arrangements to protect student privacy that are provided by the agency in the event of such collection, disclosure, or use.

If a parent/guardian would like to request the review of any of the above materials, please contact: Kyle Ross, Superintendent, 300 W School St., Polo, MO 64671, (660) 354-2326, [rossk@polo.k12.mo.us](mailto:rossk@polo.k12.mo.us).

All District policies can be located at:

<https://egs.edcounsel.law/polo-r-vii-school-district-policies/>

### *School Nutritional Program F-290-S*

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



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

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

This institution is an equal opportunity provider.

### *Student Transfers S-120-S*

The District will enroll students in the school associated with the attendance area in which the student resides. The Superintendent or designee may consider exceptions to this policy under the following conditions:

1. Students who are homeless or in foster care may attend their school of origin if it is in the student's best interest. The District may assign District students with disabilities (served under the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504)) to a school outside the student's attendance area as determined by the IEP or 504 team. In special circumstances, and at the mutual discretion of the participating school Districts, Districts may contract for necessary services for students with disabilities.
2. The District will consider students placed into programs by the Missouri Department of Mental Health (DMH), the Department of Social Services (DSS), or by a court order a resident of the District in which the program is housed. The District will allow a student to attend another school within the District if that student is enrolled in a persistently dangerous school or becomes a victim of a violent criminal offense on school property as mandated by state regulations.

### *Trauma-Informed Schools Initiative*

The Missouri Department of Elementary and Secondary Education (DESE) has established the "Trauma-Informed Schools Initiative" and created a website with more information about this initiative. In accordance with Missouri law, the District is

providing notice of the address for this website:

<https://dese.mo.gov/college-career-readiness/school-counseling/traumainformed>.

*Tobacco-Free Policy C-150-S*

To promote the health of all individuals, the District prohibits all employees, students and patrons from smoking or using tobacco products, electronic cigarettes or imitation tobacco or cigarette products in all District facilities, on District transportation, on all District grounds at all times and at any District-sponsored event or activity while off campus.

*Firearms and Weapons F-235-S*

Possession of weapons, including concealed weapons, is strictly prohibited on District property, on District transportation or at any District function or activity sponsored by the District unless the visitor is an authorized law enforcement official or is specifically authorized by the Board.

*Use of Recording Devices or Drones C-165-S*

The District prohibits audio and visual recordings on District property, District transportation or at a District activity unless authorized by the Superintendent. Requests for such authorization must be made within a reasonable period of time prior to the recording. Unless otherwise specified by the Superintendent, exceptions in Policy C-165-P apply to this prohibition.

All unmanned aircraft systems (UAS), commonly known as drones, with the potential to capture or produce visual images of District property or District events must be operated in accordance with applicable Federal Aviation Administration regulations or safety guidelines and must receive authorization from the Superintendent to operate a UAS on or over District property or at a District event.

### Signature and Form Requirements

- *Photo/Video/Audio Release Form*
- *Email Consent/Permission Form*
- *Technology Usage Agreement Form*
- *Student/Parent Handbook Acknowledgement Form*
- *Participation and Consent Form Eligibility in Covered Activities Form*

*S-125-A Photo/Video/Audio Release Form Form E*

Throughout the school year, there may be times that the District staff, the media, or other organizations, with the approval of the school principal, may take photographs of students, audio/videotape students, or interview students for school-related stories in a manner that would individually identify a specific student. These images or interviews may appear in District publications, District-approved social media sites, in the news, or other organizations' publications.

I, Parent/Guardian of (please print) \_\_\_\_\_, provide to my child's school and to the District permission to use my child's photographs, image, and/or recordings for the purposes mentioned above. I understand and agree that the District may use these photos and/or videotaped images in subsequent school years unless I revoke this authorization by notifying the school principal in writing. Further, I consent that such photographs, images, recordings are the property of the school for District use clear of any claim on my part. I therefore agree to allow my child to be photographed, audio/videotaped, or interviewed by the news media or other organization for school related stories or articles.

Parent/Guardian Signature:

---

Parent/Guardian Name (please print):

---

Date:

---

\*Students 18 years of age or older may sign this release form for themselves.

*F-265-P Technology Form A*

*Email Consent/Permission Form*

The faculty of the District strives to communicate and work together with the parents and guardians of our students. Email is one tool that promotes convenient, two-way communication between families and teachers. Though the District network is secure, we cannot guarantee that an email sent from the District server will remain secure once it leaves our system. When teachers or administrators receive email from outside sources, the identity of the person cannot always be easily discerned.

Therefore, permission must be granted by the parent/guardian to allow teachers or administrators to use email for communication. To remain compliant with the Family Educational Rights and Privacy Act (FERPA), email will not be used to send grading, attendance, discipline information of students, or other personally identifiable information without permission to do so. The District also encourages parents to access the District's parent portal, a secure measure, to check your child's school information and progress.

I, Parent/Guardian of (please print) \_\_\_\_\_, provide to my child's school and to the District permission to email academic, attendance, discipline, or other personally identifiable information to the email address(es) listed below. I understand that by giving this permission, there is no guarantee that the information will be fully secure and do not hold the District liable for any inappropriate release of student information that may violate the FERPA regulations as a result of any email communication. Should your email address change, please contact the District.

Name of Student (please print:)

\_\_\_\_\_

Email Address(es):

\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_

Parent/Guardian Name (please print):

\_\_\_\_\_

Date:

\_\_\_\_\_

*F-265-P Technology Usage Agreement Form Form B*

*Student Technology Usage Agreement*

*Students (for ages --- and above)*

I have read, understand, and agree to the Technology Acceptable Use Policy when using electronic devices owned, leased, or operated by the District *or* while accessing the District Wi-Fi/Internet, even if using a personal device. Should I violate the policy (F-265-P) or the Student Parent Handbook provision regarding technology usage (F-265-S), my access privileges may be revoked. I also understand that any violation of the policy or Student Parent Handbook is prohibited and may result in disciplinary or legal action.

Student Signature:

---

Student Name (please print):

---

Student ID: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

*Parent Technology Usage Agreement Permission Form*

As the parent/guardian, I have read, understand, and agree to the Technology Acceptable Use Policy (F-265-P) and the Student Parent Handbook provision regarding technology usage (F-265-S) when my student(s) or family are using electronic devices owned, leased, or operated by the District *or* while accessing the District Wi-Fi/Internet, even if using a personal device. Should my student(s) violate the policy or Student Parent Handbook, access privileges may be revoked. I also understand that any violation of the policy or handbook is prohibited and may result in disciplinary or legal consequences. I further understand that the District has taken steps to control access to the Internet, but cannot guarantee that all controversial information will be inaccessible to student users. I agree not to hold the District responsible for materials acquired on the network and accept responsibility when my student(s) uses District technology outside the school setting. I give permission for my student(s) to use District technology and network resources, including the Internet.

Parent/Guardian Signature:

---

Parent/Guardian Name (please print):

---

Date: \_\_\_\_\_

\*Students 18 years of age or older may sign this release form for themselves.

*C-105-P District Rules and Guides Form A*  
*Student/Parent Handbook Acknowledgment*

I acknowledge that I have received and reviewed the 2025-2026 Student/Parent Handbook. I understand the policies and guidelines of the District and that violations of these policies and guidelines may result in disciplinary action.

Parent/Guardian Signature

---

Parent/Guardian Name (please print):

---

Date: \_\_\_\_\_

\*Students 18 years of age or older may sign this release form for themselves.



*S-196-S Participation and Consent Form*  
*Eligibility in Covered Activities Form*

I have read the Polo School District Policy concerning my participation in Covered Activities as defined in the Student Parent Handbook. I fully understand that I will be subject to mandatory and random testing to remain eligible for participation.

I fully understand that my refusal to be tested at any time during my eligibility in the activities will automatically be treated as a “positive” test.

I understand that I must provide a sealed envelope prior to testing that would disclose any over-the-counter medications and/or prescription drugs that I am taking. The certified laboratory personnel or the medical review officer so designated will open the envelope.

The test results will only be available to the designated school official, appropriate principal, activities director, the coach or sponsor, the student, the parents and, if appropriate, the Medical Review Officer and A+ Coordinator.

I understand the cost of testing for reinstatement to participation will be parent/guardian/student responsibility. The follow-up testing will be completed by a Polo School District approved testing lab under supervision of the District testing director/designee.

\_\_\_\_\_ Yes, I agree to participate in the Polo School District Drug Testing Program. I, along with my parent/legal guardian, have read and understand the guidelines set forth in the Polo School District Drug Testing Policy.

\_\_\_\_\_ No, I do not agree to have my child’s name placed in the Polo School district Drug Testing Program. I further understand that by making this decision I relinquish my child’s opportunity to participate in the school district’s covered activities.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date