

2017-2018

DREXEL R-IV SECONDARY SCHOOL

PARENT/STUDENT HANDBOOK

Student Name: _____ Grade: _____ Locker: _____ Phone: _____

Parents /Guardians: _____ Phone: _____

Parent / Guardian Email Address: _____



HOME OF THE BOBCATS

Drexel R-IV Junior and Senior High School
207 S. Fourth St.
Drexel, Missouri 64742

TELEPHONE: (816) 619-2287
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MISSION STATEMENT

Our mission at Drexel Public Schools in partnership with the community, is to empower all students to achieve their potential for academic excellence, leadership development, personal growth, and career success.

VISION

Drexel R-IV School District's Vision is to prepare all students to become responsible members of society, equipped to meet the challenges of tomorrow.

DISTRICT PHILOSOPHY

It is the belief of the Drexel R-IV Board of Education that one of the fundamental rights of each individual is the right to equal access to educational opportunity regardless of race, sex, handicap or economic status. These opportunities must not be limited to one segment of our community but must allow every individual to profit from educational experiences. The end result would be individuals who are adequately prepared to enter the next level of their lives, whether in the market or at college. In order to achieve this, the following goals have been established:

- Each individual will have the opportunity to develop his or her intellectual ability to the fullest capacity. The student must become proficient in communication, quantitative thinking, social processes, scientific understanding, decision-making and esthetic appreciation in order to understand and acquire knowledge and fundamental intellectual processes.
- Each individual will have the opportunity to develop knowledge, understanding, and the skills in the process of physical growth, health, and recreation to the extent of his or her ability.
- Each individual will have the opportunity to develop social skills such as cultural awareness, citizenship, interest within the social environment, and the positive moral and ethical values.
- Each individual will have the opportunity to participate in activities to help in educational and occupational decision-making appropriate to his/her level of ability and occupational goals.

DREXEL R-IV FACULTY AND STAFF

Superintendent	Terry Mayfield	Tech Coordinator	Sam Oram
Secondary Principal	Dennis Bolton	Paraprofessionals	Cassie Vangilder
Elementary Principal	Laurie Jacklovich		Jeanne Collins, Dustin Brooks
Agriculture	Dakota Tucker	School Nurse	Darrah Munter
Science	Kyliegh Trickey	Director	
Science	Becky Morgan	of Food Service	Janice Russell
Language Arts	Melissa Busch	Director of	
Language Arts	Donna Rooney	Maintenance	Bradford Wine
Mathematics	Amanda Johnson	Custodians	Darrel Wilson
Mathematics	Larry Reyonlds		Steve Hunziker
Mathematics	Jessica Boydston		Curtis Reese
Alternative Program Director	Jessica Boydston	Meal	
Business	Debby Axman	Programs Director	Lacy Gunnels
Social Studies	Tim Latham	Bus Contractor	Kevin Gunnels
Social Studies / A+ Coordinator	Kenny Shipp		
FACS / Health	Rachel Livesay		
Special Education	Cindy Apple		
Science	Ronda Williams		
Librarian	Judy Daniel		
K-12 Counselor	Melissa Oram		
Vocal/Instrumental Music	Grant Fischer		
Art	Bradley Rolfs		
Physical Education/AD	Philip Dean		
PE	Ryan Hoden		
Bookkeeper	Kara Smith		
Superintendent's Secretary	Sara Borden		
HS Principal's Secretary	Kelly Lacy		

AN EQUAL OPPORTUNITY EMPLOYER

The Drexel R-IV School District does not discriminate against any applicant, employee, or student on the basis of race, creed, national origin, marital status, handicap or sex.

A+ PROGRAM

Drexel High School is a proud participant of the Missouri A+ School Program. Students who enter and complete this program will receive A+ monies from the state to be used at a variety of Missouri colleges, universities, and technical programs.

A+ Designation Requirements

- Graduate high school with a cumulative 2.5 GPA (non-weighted)
- Score proficient or advanced on the Algebra I EOC.
- Have at least 95% attendance average in high school.
- Perform 50 hours of unpaid tutoring / mentoring in a school sponsored program.
- Maintain good citizenship throughout high school.
- Attempt to secure federal financial assistance funds that do not require repayment.

To receive additional information on the A+ program please contact Mr. Kenny Shipp, A+ Coordinator for the Drexel R-IV School District.

DISTRICT INFORMATION

The district profile, BOE policies, staff contact information, CSIP plan, yearly and event calendars, parent/student access to PowerSchool and many more important pieces of information can be found on the district website at www.drexel.k12.mo.us. Also, the high school and many organizations and teams have their own Facebook pages.

BELL SCHEDULES

The junior and senior high school will operate on a seven (7) (54 minute) period day. There will be four (4) minutes allowed for the changing of classes between each period. Students should NOT plan to arrive prior to 7:40 a.m. A school sponsor must be present for all groups or individuals in the school buildings before 7:40 a.m. or after 3:35 p.m. The school district is not responsible for student supervision outside of these times. All bus riding students will enter/exit the building at the south entrance. All other 9-12 grade students are to enter/exit the building through the north commons exits.

Daily Bell Schedule

Doors open:	7:40 am	
Students may eat breakfast		
1 st Hour	8:00-8:54	
2 nd Hour	8:58-9:52	
3 rd Hour	9:56-10:50	
HS 4 th Hour	10:54-11:48	JH Lunch 10:50-11:14
HS Lunch	11:48-12:12	JH 4 th Hour 11:18-12:12
5 th Hour	12:16-1:10	
6 th Hour	1:14-2:08	
7 th Hour	2:12-3:06	
Bobcat Time	3:10-3:35	

Important School Dates

August 15	First day of school (Full Day)	
September 13	1 st Qtr Mid-Quarter	<u>Note: School will not be in session on Mondays except for Monday November 20th and December 18th.</u>
October 17	End of 1 st Quarter	
October 23	Parent Teacher Conferences (9 am-noon, 2-7 pm)	
November 15	2 nd Qtr Mid-Quarter	
November 20	School in Session	
November 22-24	Thanksgiving Break	
December 18	School in Session	<u>Snow Make-up Days:</u>
December 20	End of 2 nd Quarter/1 st Semester	Jan 15, Feb 19, April 16, 30, May 7,14
December 21 – Jan 1	Winter Break	
January 2	Teacher PD - No Classes	
January 3	Classes Resume/Begin 3 rd Quarter/2 nd Semester	
February 2	3 rd Qtr Mid-Quarter	
March 9	End of 3 rd Quarter	
March 26-30	Spring Break	
April 18	4 th Qtr Midterm	
May 18	End 4 th qtr / 2 nd Sem (dismiss 1:00 pm)	

DISMISSAL – INCLEMENT WEATHER

Because student safety is a primary concern, it is occasionally necessary to dismiss school due to poor weather conditions. Every attempt will be made to reach a decision by 6:00 a.m. The District's automated calling system will be utilized to alert students of school cancellations. Additionally, the Kansas City TV stations will be notified through a regional cancellation network. No announcement indicates school will be in session. Students should not call teachers and administrators.

ADMISSION

New Students are enrolled in Drexel R-IV School District when records from the sending school indicate the child meets regulations for entrance. In addition to the sending school documentation, parents, families or legal guardians must fill out Drexel enrollment forms. Students seeking admission to the Drexel R-IV Schools must be residing with their legal guardian within the Drexel School District. This does not apply to students over the age of 18. A current proof of residency (utility bill, must have physical address and must be within the last 90 days) must be on file and provided within 30 days of enrollment; or if the student / family address has changed. A birth certificate must be on file and provided within 90 days of enrollment. Immunization records must be on file before the student is allowed to attend.

Non-resident students may enroll in Drexel R-IV Schools with the approval of the Board of Education and tuition payment.

The Drexel R-IV Board of Education sets the tuition rate annually. Questions regarding non-resident tuition should be directed to the Superintendent of Schools. Transportation is not available for non-resident students.

APPEARANCE AND ATTIRE

Dress Code: The dress code takes into consideration the value of student expression as well as the necessity of protecting student health and safety while maintaining an atmosphere conducive to learning. Dress that materially disrupts the educational process of the school will be prohibited.

1. Shoes or sandals will be worn.
2. Bandanas, stocking caps, hoods and hats are not to be worn in the building.
3. Teachers of specific classes where safety or health is a factor may require students to adjust hair or clothing or remove jewelry during that period.
4. Any clothing worn shall not have writing, drawings, or emblems that are obscene, derogatory, or that propagate alcoholic beverages, tobacco, or drugs.
5. Shorts, dresses and skirts should be of sufficient length; the hem of the short or skirt must be at or below the fingertips.
6. Tank tops, cutoffs, and spaghetti straps may be worn if they are covered by another shirt with sleeves. Tube tops, see-through clothing and tops with plunging neck lines are not to be worn.
7. Shirts, pants, shorts and dresses should be worn so no midriff, undergarments or underwear are showing.
8. Students are not to wear clothing normally associated with being pajamas such as full body onesies, etc. Pants that maybe considered sweat pants are ok.
9. Wearing clothing in such a manner that would suggest gang-like association is not permitted. Sagging pants where undergarments are visible (pants worn below the waist, hips, or below) or any other variation of dress deemed inappropriate by the administration will not be allowed.
10. Hair colors / haircuts that are distracting to the educational process are not allowed.
11. Tattoos that are deemed offensive or inappropriate and lead to disruption of the educational process will be required to be covered.

Irrespective that a student's clothing meets the guidelines listed above, the principal has the right to determine whether the clothing is distracting, indecent, or inappropriate to wear in the school environment.

STUDENT DISMISSAL PRECAUTIONS /PROCEDURES

Drexel R-IV Schools is legally responsible for the safety of its students during the school day. Therefore, the principal will establish procedures to validate requests for early dismissal, to assure that students are released only for proper reasons, and only to authorized person(s).

Staff members shall not excuse any student from school prior to the end of the school day, or into any person's custody without the direct prior approval and knowledge of the building principal or his designee. In keeping with these precautions, the following procedures will be adhered to:

- The principal shall not excuse a student before the end of the school day without a request for early dismissal by the student's parent or guardian, except in cases where law enforcement authorities legally intervene.
- Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent or guardian.
- Children of single-parent families will be released only upon request of the custodial parent; i.e. the parent whom the court holds directly responsible for the child, and who is identified as such on the school record. In physical joint custody cases, every reasonable attempt will be made to release the student to the appropriate parent or guardian.

Additional precautions may be taken by the school administration, appropriate to the age of the students and as needs arise.

Parents shall provide documentation concerning parental rights, including divorce decrees and restraining orders, if applicable.

ABSENCES

Students who are 10 minutes late for class will be considered absent. Students should not be considered absent if they have been to the nurse, counselor, or detained by another staff member.

Absences need to be confirmed by a note or phone call from the student's parent or guardian. Married students and students who, for other reasons, are not living with a parent or guardian must make arrangements with the principal in order for absences to be excused.

The School Board has determined that the following examples are what may be acceptable absences from school:

1. Illness or injury of the student, with written excuse from a physician.
2. Serious illness or injury of a student's family member when the student's presence is necessary or expected, with written excuse from parent.
3. Medical appointments, with written appointment confirmation by medical provider.

4. Funeral, with written excuse from parent. The principal may require a program or other evidence of attendance as additional verification.
 5. Religious observances, with written excuse from parent.
 6. Other appointments that cannot be scheduled outside attendance hours, such as court appearances, with written excuse from parent.
 7. Out-of-school suspension
 8. Visits with a parent or legal guardian who is an active duty member of the military who has been called to duty for, is on leave from, or is immediately returned from deployment to a combat zone or combat support posting, with permission of the superintendent or designee.
- In case it is necessary for a student to leave school during school hours, parents/guardians must notify the office either by telephone or in writing. Students are required to sign in and sign out in the office whenever entering and departing the school during school hours.

JUNIOR AND SENIOR HIGH ATTENDANCE POLICY

This policy pertains to all students enrolled in Drexel Junior and Senior High School, except those students with an active federally required Individualized Educational Plan (IEP) who are exempted in the IEP.

Regular school attendance is required by Missouri law and is essential to the academic performance of each student. Although students who have been absent can make up written exercises and some tests, no effective method exists to compensate for missed lectures, classroom discussions, teacher assistance, or teacher explanation. This policy is to promote regular class attendance, maximize each student's opportunity to receive the full benefits of the education offered by the Drexel R-IV School District, and to encourage students to assume responsibility for their conduct.

Excessive Absences

Students will be permitted a maximum of nine (9) absences per class per semester. A student who accrues ten (10) absences will automatically forfeit credit for the class. A student will be considered absent if he or she misses more than ten (10) consecutive minutes of class time. Exemplary attendance does not ensure credit in a class. Each student is responsible for fulfilling the academic requirements for earning credit.

Students must maintain an average of 90% attendance rate during the school year in order to participate in any co-curricular or extra-curricular activities. This includes athletics, pep band, FFA, FBCLA, FCCLA, dances, including prom. Also, any graduating senior who does not maintain a 90% attendance rate may not be allowed to walk at graduation. The first check for attendance rates will be at the end of 1st quarter. Any student who is deemed ineligible due to attendance, will not be reinstated until their attendance reaches the 90% average.

NOTICE AND MAKE-UP WORK / STEPS TO FOLLOW WHEN ABSENT

1. Have parent or guardian call to report absence between 7:30 a.m. and 9:00 a.m. on the morning of the absence (816-619-2287). If the principal's office secretary is unavailable, it is acceptable and desired that a message be left on voicemail. The messages are given prompt attention. If the school has not been notified of a student's whereabouts on the day of the absence, the school will attempt to notify parents or guardians by phone after 9:00 a.m.
2. Known doctor, dental, and family appointments should be phoned-in prior to the day of the student appointment and every attempt should be made to schedule all appointments for after school hours or on Mondays. A student must sign-out before leaving school and sign-in upon return in the principal's office. Also, please provide a note from the physician to the office after each visit.
3. If it is impossible to call, the parents must write an excuse giving names, dates, and reason for the absence.
4. Students should present excuses to the principal's office secretary.
5. When students are absent ten (10) consecutive school days with no school contact, they will be dropped from school rosters.
6. If a student will be absent from school for two or more days, the parent or guardian is encouraged to notify the school so that assignments may be collected and sent to the student.
7. Credit for make-up work is permitted for all absences. When absences are anticipated, such as family trips, the student is to contact his/her teachers so that the student may make arrangements to complete work that will be missed. It is the student's responsibility to inform the teacher that he/she will be absent and to request any and all make-up work.

Students with absences will be allowed a minimum of 1 day per day absent to complete make-up work and alternative assignments. For absences longer than one day, the maximum time allowed will not exceed one week without special permission from the principal. Example: If a student misses eight days of class and returns to school on Wednesday, the 19th day of the month, the student must complete and submit all make-up work on or before Wednesday, the 26th day of the month, unless the student receives special permission from the principal.

PROCEDURES

When a student accumulates the fifth undocumented absence in any semester, a letter will be sent home with the student notifying them of the fifth absence. The letter will be accompanied with a current attendance report that includes dates and times of absences.

On the seventh undocumented absence in any semester, the student and administrator will meet to discuss and address the attendance issue and parents will be notified by a letter sent from the principal. The student will be required to make up time missed by serving a one day Monday School.

When the student accumulates the tenth undocumented absence in any semester, the student will forfeit credits in which ten classes have been missed. The parents or guardian will receive a phone call and will be asked to schedule a conference with the attendance committee to address the attendance problem and appeal the forfeiture of credit. **Documented** illnesses and special circumstances may result in a waiver of this conference with the attendance committee. MORs: 176.031. The student will be required to make up time missed by serving a one day Monday School.

A student who has accrued ten undocumented absences retains the option of receiving a grade of N (No grade, no credit).

The student must maintain a passing grade during the grading period to receive a grade of N. If the student has not maintained a passing grade during the semester, the student will receive an F (Failure). A grade of N will not affect a student's Grade Point Average (GPA) but if the student fails the course the grade will be counted in the student's GPA. A student will not be denied an education. The student will forfeit credit for the class as a result of having missed a substantial portion of the instruction and work provided during the semester.

On the fifteenth absence of **any type** in any semester, **without any type of physician's documentation**, the parents or guardians will receive a call from the principal informing them of the school's responsibility to contact the Missouri Department of Social Services, local law enforcement, and appropriate juvenile services. In addition to contacting parents, the district will contact Missouri Department of Social Services, local law enforcement, appropriate juvenile services, and the truancy officer regarding Ordinance #06-17 Sec. 205.595.

EXCEPTIONS

Approved, school sponsored, out-of-school activities (field trips, sporting events, etc.) will not be counted as absences for purposes of the excessive absence policy.

Absences resulting from significant acute or chronic medical conditions may provide the basis for an exception or an appeal. Therefore, all such conditions should be verified in writing by a physician. Parents of students who are absent for an extended time due to illness or surgeries, may request for the child to be placed on homebound instruction.

APPEAL PROCESS

The attendance policy committee shall meet to consider appeals regarding exceptions to the excessive absence policy and the denial of credit pursuant to such policy. The committee shall include, but is not limited to, the following: the counselor and three teachers and the school nurse. Other persons may be designated to serve as deemed appropriate.

Students who, pursuant to the excessive absence policy, have accrued ten (10) absences, or who anticipate accruing ten or more absences attributable to illness or other good cause, may appeal to the Attendance Policy Committee for the purpose of requesting one or more of the following:

- a. an exception to the excessive absence policy for unavoidable absence due to illness or other good cause;
- b. an extension of the number of absences that shall accrue before credit will be denied; and/or
- c. other appropriate relief within the contents of the excessive absence policy.

The committee will consider all the facts under the circumstances of each case in deciding whether to grant or deny the relief requested. Relevant factors may include, but are not limited to the following:

- a. the reason(s) for the accrued or anticipated absences;

- b. the extent to which the reasons for each absence were documented at the time the absence occurred and/or at the time of appeal;
- c. the distribution of absences during the semester, i.e., whether scattered throughout the semester or occurring as a single block;
- d. the duration of each period of absence;
- e. the pattern of attendance prior to the accrual of absences at issue;
- f. whether all class work has been satisfactorily completed;
- g. the extent to which class objectives have been met.

The parent or guardian of a student who anticipates missing more than ten (10) sessions of any class(es) due to hospitalization, prolonged illness, or other good cause may request an exception to the excessive absence policy in writing prior to the accrual of the ten (10) absences. If the parent or guardian does not submit such request prior to the date on which the tenth (10th) absence accrues, the parent or guardian should request an appeal of the automatic denial of credit in the same manner as for any other appeal under the excessive absence policy.

The parent or guardian of a student who has accrued ten (10) absences may submit an appeal to the Attendance Policy Committee requesting reinstatement of credit. Such appeal shall be in writing and must be submitted with seven (7) calendar days following the date on which the parent or guardian receives notice of the accrual of the tenth absence. The appeal may be submitted on the Appeal Form provided to the parent or guardian or in other written or typed form that provides the following information:

- a. date of appeal;
- b. a complete explanation of the reason(s) why the appeal should be granted;
- c. any appropriate documentation;
- d. signature of the parent or guardian.

Within one (1) week of the Appeal Committee's final decision, the student or parents or guardians will be notified.

FAMILY TRIPS

If a student wishes to get make-up work prior to his/her absence, teachers must be given two day notice.

These days do count as absences.

STUDENT COLLEGE DAYS

We recognize that it is necessary for students to visit colleges from time to time as they prepare to continue their education. During the Junior and Senior year, a student may request to visit an institution he/she plans to attend after graduation. *STUDENTS WHO WISH TO VISIT COLLEGES SHOULD REQUEST A COLLEGE DAY VISIT FORM IN THE GUIDANCE OFFICE BEFORE MAKING THE COLLEGE VISIT.* All necessary arrangements (including make-up work) are the responsibility of the student. Students are expected to take advantage of all opportunities provided locally to obtain information about that institution. **No visits will be approved when it is evident that the student has no intention of attending a specified college or university.**

MONDAY SCHOOL

A student may receive a Monday School assignment for, but not limited to, the following reasons. The Monday School will be from 8 am till noon on an assigned Monday.

- Any failing grade due to multiple missing assignments
- 5 tardies, 7 tardies, 9 tardies
- 7 undocumented absences in any class
- 10 undocumented absences in any class

Monday school will be supervised by a faculty member. The student will be required to use this time to complete any missing assignments. Other assignments will be given for those with no work. Failure to attend an assigned Monday school will result in a day of ISS. A student in Monday school will be allowed to participate in all school activities prior to the assigned date. Students who successfully attend a Monday school will be allowed to participate in activities the night of an assigned Monday school. Students will not be allowed to participate in activities the night of an assigned Monday school that was missed or skipped.

BUS REGULATIONS

- Driver is in charge of the pupils and the bus. Pupils are expected to follow directions from the bus driver.
- Be timely. The bus cannot wait beyond its regular schedule for those who are running late.
 - All riders are expected to be at bus stop 5 min prior to scheduled pick up (unless unfavorable weather conditions prevent it)
- Never stand in the roadway while waiting for the bus.

- Stay in your seat with feet out of the aisle while bus is in motion.
- No eating or drinking on the bus at any time.
- Classroom conduct is to be observed by pupils while riding in the bus, except for ordinary conversation. No horseplay permitted.
- Do not move about within the bus while it is in motion.
- Be quiet when the bus is at railroad crossings.
- Any damage to a bus by a student must be paid for by the student who damaged the property.
- Animals are not allowed on the bus.
- The driver will not discharge riders at places other than the regular bus stop near the home, or at school, unless by proper authorization from parent, the superintendent, or principal.
- Riders may bring one additional rider on route. If more than one additional rider, then the bus driver requests 2 days' notice to make sure there is adequate space on the route.
- Note: Failure to follow these regulations will result in parent and school notification and possible disciplinary action.

Regulations for Bus Trips Involving School Groups

It is the intent of the Drexel R-IV School District to provide adequate transportation for all students to and from extra-curricular activities. Students are required to use the transportation provided to activities unless prior arrangements are made with the designated activity sponsor and the principal. The following regulations should be observed:

1. School sponsored field trips are for Drexel R-IV School students only. Non-Drexel students are not permitted to ride Drexel R-IV school buses and are not to be housed with Drexel R-IV students. (Exceptions exist when a school district has a cooperative agreement with another school for sporting contests).
2. Students who ride a bus to attend and/or participate in any off-campus school activity will be expected to return on the bus. If the student is to return home with parent(s) or guardian(s), the sponsor needs written approval from the parent(s) or guardian(s). **Students will not be released to ride home with other relatives or friends.** Requests for alternate transportation must involve a personal visit or telephone conversation between the parent or guardian and the administration. In all cases, requests for alternate transportation for student, either to or from activities, will be granted only when a special situation exists which would create an unnecessary hardship for the parent.
3. Any student who participates in a school-sponsored trip must have a completed and signed travel release form.
4. Students will sign up in the manner prescribed by the sponsor.
5. Students may be charged a price relative to the mileage. The administration and/or sponsor will determine the exact price for each trip.
6. The sponsor will post or inform students as to the time of departure and the approximate time of return.
7. At least one certified teacher will be on each bus. Any non-faculty sponsor must be approved by the principal or superintendent well in advance of any trip.
8. Sponsors will be in charge of the bus trip and its passengers until the bus arrives back at school after the activity.
9. The sponsor will have a list of all passengers. After the activity, the sponsor will check to see that all passengers are accounted for before the bus departs.
10. In a case where a passenger is not accounted for when the bus is ready to leave, the sponsor will immediately attempt to determine where the missing passenger may be. Upon satisfactory solution or explanation, sponsor will permit the bus to depart for Drexel R-IV. The bus should not leave without an explanation or satisfactory solution for the missing passenger.
11. The sponsor is responsible for the behavior of students on any school-sponsored bus trip. The sponsor does have the authority to stop any violation at the time it occurs. These violations should be reported to the principal upon return.

RULES GOVERNING SOCIAL FUNCTIONS

1. All guests/dates must be either a Drexel R-IV student or be granted administrative approval to attend (see #2 below).
2. Administrative approval for guests to attend school dances, i.e. Prom, Homecoming, Courtwarming, etc., will only be granted for those who have completed the Social Function Release Form and are between the ages of 15 and 20, inclusive.
3. Application for a social event and formal dances should be made at least a week in advance.
4. Non-school students' attendance at DHS social functions is a privilege, not a right. Therefore, the administration has the right to deny admittance to any or all non-school guests.
5. Guests will observe the same high standards of social conduct expected of DHS students.
6. **STUDENTS AND/OR GUESTS LEAVING THE EVENT WILL NOT BE ALLOWED TO RETURN.**
7. Use and/or possession of tobacco products are strictly prohibited.
8. Alcoholic beverages and any other illegal substances will not be allowed on school property or at school functions.

9. All activities will end by 11:30 p.m. Activities on school nights will end at 10:00 p.m.
10. The same rules and regulations that apply during the normal school day are applicable to all school activities.
11. All fines must be paid prior to the dance in order for student to be allowed to attend.
12. Grade checks will be run by administration to determine if a student is academically eligible for the dance. ***This includes winter formal and prom.***

CARE OF SCHOOL PROPERTY

All students are responsible for leaving the school buildings and equipment in good condition. Students are reminded that the school and its contents are the property of all parents and all taxpayers in the school district. The way students care for their school is a direct indication of their respect for personal property and that of others.

- The student will be required to pay for books, supplies, equipment or other school property that is lost or damaged beyond ordinary wear and tear.
- The administrator or a designated person will assess the estimated replacement cost.
- Deliberate destruction of school property may result in disciplinary action.
- According to state law, parents of persons under the age of eighteen are responsible for damages and losses caused by their children.
- Students are not to touch windows or thermostats.

Trash cans are provided throughout the school buildings and on school grounds. It is expected that students will dispose of trash properly and thereby help keep the school buildings and grounds neat and attractive.

CHANGE OF SCHEDULES

All schedule changes should be completed during the first two weeks of the semester. Schedule changes should be made through the counselor. **AFTER THE MIDTERM OF THE SECOND QUARTER OF A SEMESTER, ANY COURSE DROPPED WILL BE RECORDED AS AN "F" FOR THE SEMESTER.** A drop/add slip must be presented to all instructors involved. Both the counselor and principal must approve a change of classes.

EARLY GRADUATION

Students may elect to graduate early after the completion of their 7th semester of 9-12 schooling. Students who wish to graduate early will be required to meet with the guidance counselor and submit written notification to the principal one semester prior to the desired date of graduation. The guidance counselor will notify the student's parents or guardians of the student's decision if the student is a dependent. The student will receive a diploma if the student has met the Drexel R-IV School District's graduation requirements. The student who chooses early graduation will be allowed to participate in the spring graduation ceremonies but will be considered an alumnus for all other activities, including all extra-curricular activities and dances.

EMERGENCY PREPAREDNESS DRILLS

Fire, tornado, intruder and earthquake drills will be conducted routinely for all students attending Drexel Schools. In the case of an actual emergency, once all students are safe and accounted for, the school district will notify parents using the district wide electronic messaging system, School Messenger. The location and procedures for picking up their students will be provided at this time. This is why it is very important for parents / guardians to maintain up to date contact numbers in the districts central office with Mrs. Sara Borden. Emergency instructions are posted in all classrooms and will be reviewed with all students throughout the school year. For more information go to <http://www.fema.gov/earthquake/earthquake-safety-school>

EXTRACURRICULAR ACTIVITIES AND DISCIPLINE

- Any student who is placed in ISS or OSS will be ineligible to play / participate / or attend games and activities for all days the suspension is in effect.
- Any student who is placed in ISS or OSS will not be allowed to practice in a sports program after school hours while the suspension is in effect.
- Any student who is placed in ISS or OSS will not be allowed to attend or participate in any extracurricular event the day the suspension is in effect.

- Any student who has been assigned a Monday School must fulfill this obligation prior to participation in any extracurricular events. The student may participate with no restrictions until the day of the scheduled Monday School.

NURSES NOTES ON ILLNESS

Please do not bring your child to school if he/she is sick (fever over 100 degrees Fahrenheit, vomiting, diarrhea, unexplained rash, pink eye, etc). A child who is sick is not going to feel like being actively involved in their learning, will not enjoy being at school, and will also increase the risk of other children becoming ill. We ask that you call and let us know if your child will not be attending school any day due to illness.

Children with the following may not attend school: • Chicken pox • Mumps • Pink eye or conjunctivitis • Measles • Rubella • Whooping cough • Scabies • Scarlet fever • Fever greater than 100 degrees • Diarrhea or vomiting • Rash

If your child gets ill while at school, he/she will be isolated from the other children until he/she can be picked up. Please keep your emergency contact information up-to-date so the school will be able to reach you and you can give your child the care that he/she needs quickly. We want your child to return to school as soon as possible; however, if a child has a fever, vomiting or diarrhea, he/she will need to be **free of those symptoms for 24 hours without fever reducing medication before returning to school**. If a child has a contagious illness (pink eye, strep throat, etc.) your child **must be on prescribed medication for 24 hours before returning to school**. A doctor's note will be needed for your child to return if he/she was sent home with a contagious illness.

MEDICATIONS

The school has on the campus stocks of epinephrine or emergency asthma medication that can be used on any student in an emergency. Please note that if you choose not to have this medication administered to your student during an emergency, please provide this request in writing to the school nurse.

Parents must hand deliver all medications to the school nurse and complete form(s) through the nurses office. Students are not allowed to carry medications on their person.

SCREENINGS

Screening tests for various health conditions (such as vision, hearing, speech, dental and scoliosis, speech / language) will be conducted in accordance with administrative policy and procedures. Students may also be weighed and measured.

Parents/Guardians will receive written notice of any screening result that indicates a condition that might interfere with a student's progress or health. These screenings will take place in throughout the year with the exception of the scoliosis screening. Scoliosis screenings will be conducted in the spring for 6th and 8th grade students. Students will be excused from any screening upon written request from the student's parent/guardian.

GRADUATION REQUIREMENTS FOR 2017-18

Subject Area	Units
Communication Arts*	4
Mathematics	3
Science	3
Social Studies**	3
Physical Education	1
Fine Arts	1
Practical Arts	1
Health	½
Personal Finance	½
Electives	7
Total Requirements Drexel / State	24

All students must pass the Missouri and United States Constitution test given in Government class.

Students that complete pre-approved course work outside of Drexel High School may receive credit toward graduation requirements the equivalent of one-half elective credit per semester course. The grade will not count toward the accumulative grade point average, class rank, or honor roll.

LIBRARY MEDIA CENTER

The Library Media Center (LMC) exists to help meet the Drexel R-IV School District vision statement. Library materials are available to students, faculty, staff, and community members. Many library books are labeled with Accelerated Reader labels. These labels indicate the independent reading level of the books making it easy for a student to find a "just right" book. After reading the book, the student can take a computerized comprehension quiz over the book.

FEES

Graduation caps and gowns: Each graduating senior will purchase graduation clothing. While the fee may vary from year to year, the approximate cost is twenty-eight dollars (\$28.00).

Yearbooks: Yearbooks are sold to the students who wish to purchase them. The cost of the book will be determined by the actual financial expense of the yearbook account.

Damages to school property: Students who are responsible for damages to any school property will be charged a fee based upon replacement cost of the damaged item.

Library Fines/Lost Material/Damages: 2 cents/day books/materials, 5 cents/day overnight materials. Lost books/material and damages will be reimbursed for the purchase price.

NOTE: Students who have unpaid bills of \$10 or more, will have their PowerSchool access shut off until all fines have been paid.

STATEWIDE ASSESSMENTS

Statewide assessments will be given at the end of April / beginning of May every year. Seventh grade students will take the math and English / Language Arts MAP assessment. The Eighth grade students will take the math, English / language arts and science MAP assessments. Students in 9-12 grades will take the End-of-Course exams following the successful completion of algebra I, algebra II, English II, biology and government courses.

GRADING SCALE

A (4.00)	100-95%	B- (2.67)	83-80%	D+ (1.33)	69-67%
A- (3.67)	94-90%	C+ (2.33)	79-77%	D (1.00)	66-63%
B+ (3.33)	89-87%	C (2.00)	76-73%	D- (.67)	62-60%
B (3.00)	86-83%	C- (1.67)	72-70%	F (0.00)	59-0%

WEIGHTED CLASSES

Weighted classes will add to the grade average for that class. A full year class will be raised by 1.0 grade average and a semester class will be raised by .5 grade average. Any dual college credit class will be considered a weighted class.

The 2017-18 weighted classes offered include:

ALL DUAL-CREDIT COLLEGE COURSES

MATH – Probability/Statistics, Trigonometry, Pre-Calculus, Calculus,

SCIENCE – Anatomy & Physiology, Chemistry, Physics

ENGLISH – College Preparatory English

BUSINESS – Accounting II, Business Management, Advanced Accounting

ART – Art III, Art IV

SENIOR HONORS

The top ranking senior by GPA will be named the class Valedictorian and the second ranked senior will be named class Salutatorian. The rankings will be based on the students cumulative GPA, calculated out to the decimal place needed to break any ties, for eight semesters. To receive these honors the students must have been in attendance at Drexel High School for the last three semesters.

GUIDANCE AND COUNSELING

The objectives of the Guidance Department are to help students with their educational, vocational, and personal problems. In the counseling situation, an attempt is made to help the student understand him/herself and his problems, and to make intelligent and realistic decisions.

Some of the services of the counselor are to provide educational and vocational information and materials, provide assistance in securing scholarships, plan student course schedules, as well as administer and interpret test results.

The counselor's services are available to all students. Students wishing to see the counselor should make arrangements for an appointment if possible.

HONOR ROLL

Principal's Honor Roll	4.0 GPA with no grade below an A-
Bobcat Honor Roll	3.5-3.99 with no grade below a B-
Honor Roll	3.0-3.49 GPA with no grade below a C

Honor Rolls will be reported for the quarter and semester.

Students on the Principal Honor Roll will receive an academic letter.

NATIONAL HONOR SOCIETY (NHS) AND NATIONAL JUNIOR HONOR SOCIETY (NJHS)

To be eligible for membership in the Drexel National Honor Society for grades 10 – 12 or the Drexel National Junior Honor Society for grades 7 – 9, a student must have at least a 3.5 cumulative grade point average (CGPA). The five member Faculty Council for each group determines membership after examining information sheets completed by students who qualify academically input from other faculty members.

For NHS membership, the positive qualities considered in addition to academics are character, leadership, and service. The same qualities plus citizenship are considered for NJHS membership. A member must maintain the standards that were the basis for selection. NHS members are responsible for at least 8 hours of individual service activity for the school year, and NJHS must log at least 4 hours of individual service. If all standards are not met, the appropriate Faculty Council may place the student on probation or may dismiss the student from membership. The student has the right to a hearing before the appropriate Faculty Council. If dismissed a student must relinquish all NHS or NJHS insignia. A transfer student may be granted membership by providing a letter proving membership in good standing from his or her former school.

RETENTION / GRADE LEVEL CLASIFICATION

Retention

Retention may be considered when, in the judgement of the professional staff, it is in the best educational interest of the student involved. Parents/guardians will receive prior notification and explanation concerning the retention. However, the final decision will rest with the school administration.

Junior High

To be promoted from the 7th or 8th grade a student must pass a minimum of three core classes per semester of the required core courses of English, Math, Science and Social Studies for a total of 6 out of the 8 semester core classes per year. Any student who does not meet this requirement or fails both semesters of the same core class will be required to attend recovery school during the summer. During recovery school the student will be required to successfully complete all unsatisfactory assignments demonstrating mastery of the missed concepts from the failed semesters. These assignments will be outlined by the regular year school teacher. If the student does not complete the required work or fails to attend the full recovery school time requirement, they will be retained. The final decision to promote or retain shall remain with the principal, guidance counselor and teacher.

High School

A student in the 9-12 grade will be classified based on the number of credits successfully earned. Students who have accumulated (0-6) credits will be classified as freshman, students with (6.5-12.5) credits will be classified as sophomores, students with (13-17) will be classified as juniors and students with (17+) credits will be classified as a senior. The level of classification will be used to determine things such as which class meetings to attend, who they represent in contests and their eligibility to attend dances such as prom.

LUNCH & BREAKFAST PROGRAM

- Lunch price for Junior and Senior High students will be \$2.10. Extra milk is \$.35. All parents/Guardians/Students are encouraged to fill out applications for Free/Reduced meals. Packets can be requested and/or will be included in enrollment packets. (lunch prices are accurate at time of printing and may change)
- Students must pay full price for all extra items or second breakfasts/lunches.
- Students must have their lunch cards in order for them to be scanned.
- If there are any problems with an account, a student should see Mrs. Gunnels before the beginning of the school day.
- If a student loses their lunch card they will be charged a \$1 replacement fee.
- Students may bring money to Mrs. Lacy Gunnels to put into their lunch account. The money should be placed in an envelope with your name and monetary amount written on the front.

PURCHASING SECONDS

Students who would like to purchase seconds must have purchased either the salad bar or the main meal first. They cannot purchase a main meal for seconds if the student brought their lunch that day, but they can purchase a la carte items.

How Do Students Purchase Seconds or A La Carte Items:

Students can put money on their lunch account.

Students can pay for items with cash/coins.

*Note: Students who are on free and reduced lunches can purchase Seconds/A la carte as well, but it will be at regular price and not a free or reduced price. Seconds and a la carte are a privilege and are not something required by the state to do. There are some days where seconds/ a la carte will not be available.

Parents can see any lunch transaction on their child's PowerSchool. If your child has purchased seconds/a la carte using their account, the purchase will show up as A La Carte and then the amount they purchased in PowerSchool under transactions. It is up to the parent to let the child know if they are allowed to purchase seconds. PowerSchool also allows you to view your child's balance.

Students with negative balances at negative \$10.00 or more will be served a peanut butter and jelly sandwich. Also any student with a negative balance cannot purchase seconds/a la carte with cash or lunch card.

If you have any questions about your child's lunch account please contact Lacey Gunnels 816-619-2468

LUNCHROOM PROCEDURES

- All students must assume their share of the responsibility for keeping the cafeteria clean.
- Each student will take turns washing down the tables at the conclusion of the lunch period. A list will be comprised by the office and students will be responsible for a week at a time of cleaning the tables.
- All paper cartons and napkins should be placed in the receptacles provided.
- Empty plates and utensils should be taken to the proper place. **Utensils are not to be placed in the trash containers.**
- **Students are to walk to and from the cafeteria at all times.**
- Students are not allowed to leave campus during the lunch period.
- Students are not to order outside food and have it delivered to the school, except on special occasions and with administration approval.
- No outside guests are allowed into the lunchroom unless they have administrative approval one day in advance.
- No food is to leave the cafeteria.
- Students will not be allowed to leave the cafeteria during the scheduled lunch times unless approved by a lunchroom supervisor or the principal.

NOTICE

The district has posted and maintains records regarding the presence of asbestos and any inspections, re-inspections, surveillance, and response or post response actions taken. Information concerning this can be obtained upon request to the central office.

SPECIAL PROGRAMS

Services for students with special educational needs are provided in compliance with PL 94-142. Trained specialists in the Drexel R-IV School District conduct classes in speech therapy, learning disabilities, behavioral, and educational disabilities.

PARKING REGULATIONS

Students are permitted to park on school premises as a matter of privilege, not of right. Students who drive personal vehicles to school shall park their vehicles upon arrival and shall not move them until school is dismissed, unless directed to do so by a faculty member. It is absolutely necessary that extreme caution be exercised near the campus area.

1. Parking in any location other than in a designated student parking area is prohibited.
2. Parking at Drexel High School is a privilege and may be revoked by administration for safety and/or disciplinary reasons.
3. Reckless driving, failure to obey traffic signs, parking in an unauthorized area and the use of vehicles for the purpose of leaving school without authorization may result in the temporary loss of student's driving privileges and/or other disciplinary measures.
4. Students are not to be in the parking lot during the school day unless they have permission from school authorities.
5. Students should report all accidents, theft, or damage to a school administrator.

STUDENT LOCKERS

- Lockers will be selected at end of year for the following year based on class and attendance rate for the previous year.
- Students are allowed only one locker.
- Lockers should be kept clean and orderly.
- Students should not use masking tape or stickers on their locker. Students will be required to clean off their lockers at end of year.
- Open cans are not allowed in lockers.
- One **CLEAR** water bottle (with cap) is allowed.
- Nothing should be placed on top of the lockers (except zipped duffel bags).
- Open food packages will not be kept in the lockers.
- Students may use locks on their lockers **IF** they provide a duplicate key or combination to the Principal's office.
- Students should not change lockers unless approved by the administrator.
- The Drexel R-IV School District reserves the right to randomly search lockers, coats, backpacks, purses, cars and other personal possessions on school grounds in accordance with law.

STUDENT RECORDS

Education records are available to parents and students on request. Student records are not available to any outsider, person, or agency, except as required or permitted by law, without the expressed written consent of the parent or student 18 years or older

VISITORS

We do not expect students to visit other schools when Drexel School is in session. Neither do we expect students to bring or encourage students from other schools to visit here when school is in session. **The principal must approve any student visitor, in advance.**

Parents are welcome to visit at all times or to call the office to discuss any school problems or to arrange for a conference with a teacher. **We do; however, require parents to stop by the office to sign in upon arrival and to sign out prior to leaving. All visitors who have specific business to conduct must first report to the appropriate school office.**

WITHDRAWAL FROM SCHOOL

In the event that a student should find it necessary to withdraw from school, the following procedures are applicable:

1. Notify the principal or counselor of the intent to leave school and the reasons for such action.
2. Obtain a withdrawal form from the office to be presented to each teacher and the counselor so that they may give the student grades for the work completed and provide necessary transfer information.
3. Return all books and equipment belonging to the school.
4. Pay all fees, dues and bills.
5. Request that official records be forwarded to the school to which the student is transferring.

Note: No transcript or any other records will be sent until all school property is returned and all debts are paid.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) NOTICE FOR STUDENT DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Drexel R-IV School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Drexel R-IV School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Drexel R-IV School District to include this type of information from your child's education records in certain school publications. Examples include:

- A program, showing your student's role in a drama or music production;
- The annual yearbook;
- Honor roll or other recognition lists;
- School sponsored / operated social media sites
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information (information that is generally not considered harmful or an invasion of privacy released) can also be disclosed to outside organizations without a parent's prior written consent. The Drexel R-IV School District limits the release of student directory information to government agencies receiving federal/state allocations, as required by law. Student directory information will not be released to private businesses and/or individuals by the Drexel School District. Two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings-unless parents have advised the school district that they do not want their student's information disclosed without their prior written consent.

Canine Searches

For the safety of students and staff, random drug searches may occur throughout the school year using specially trained drug-sniffing dogs. These animals will be used to conduct periodic random searches of student lockers, classrooms, locker rooms and vehicles on the school campus.

STUDENT DISCIPLINE

Introduction

The Drexel R-IV School District's primary goal is to educate all students, not discipline. However, when the behavior of an individual student comes in conflict with the rights of others, corrective actions are necessary for the benefit of the individual and of the school. Our school district will not tolerate any student stopping a teacher from teaching or another student from learning.

To maintain an atmosphere where teaching and learning is possible, the establishment of standards of acceptable behavior is imperative. Discipline must be fair, impartial, and consistently applied. All class room discipline will be handled by teachers and building administration on an individual basis.

The "level" of the offense (e.g. first, second, or third) will generally be based on the total number of discipline referrals accumulated by a student for a particular type of conduct during the current school year. **However, offenses including but not limited to drugs, pranks, weapons, vandalism, or acts of physical violence will accumulate throughout secondary school (grades 7-12).**

The discipline policy is designed for the orderly operations of the Drexel School District. It is the purpose of this policy to list offenses, which, if committed by a student, will result in the imposition of Loss of Privilege(s) and / or the maximum penalties listed. It should be noted that it is impossible to list every disciplinary situation that may arise. Therefore, the administration reserves the right to accelerate and / or modify the discipline guide listings and consequences based on the intent of the student.

Students who engage in other misconduct not expressly covered by the foregoing standards but which is disruptive to school operations and detrimental to positive order and discipline may be subject to disciplinary action up to and including suspension and / or expulsion.

The Drexel R-IV School District complies with all aspects of **The Safe Schools Act of 1996** (sect 8.1).

REPORTING TO LAW ENFORCEMENT

It is the policy of the Drexel R-IV School District to report all crimes occurring on school grounds and / or during school activities to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with the law. The following acts, regardless of whether they are committed by juveniles, are subject to this reporting requirement:

1. First or second degree murder under §565.020, .021, RSMo.

2. Voluntary or involuntary manslaughter under § 565.024, RSMo.
3. Kidnapping under § 565.110, RSMo
4. First, second, or third degree assault under §565.050, .060, .070, RSMo.
5. Sexual assault or deviate sexual assault under § 566.040, .070, RSMo.
6. Forcible rape or sodomy under § 566.030, .060, RSMo.
7. Burglary in the first or second degree under § 569.160, .170, RSMo.
8. Robbery in the first degree under § 569.020, RSMo.
9. Possession of a weapon under chapter 571, RSMo.
10. Distribution of drugs under §195.211, .212, RSMo.
11. Arson in the first degree under §569.040, RSMo.
12. Felonious restraint under §565.120, RSMo.
13. Property damage in the first degree under §569.100 RSMo.
14. Child molestation in the first degree pursuant to §566.067, RSMo.
15. Sexual misconduct involving a child pursuant to § 566.083, RSMo.
16. Sexual abuse pursuant to § 566.100, RSMo.
17. Harassment pursuant to § 565.090 RSMo
18. Stalking pursuant to § 565.225 RSMo

Note: Excessive discipline problems could result in a long-term suspension or expulsion from school.

Documentation in Student's Discipline Record: The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools. In addition, any offense that constitutes a "serious violation of the district's discipline policy" must be documented in the student's discipline record in accordance with lay. A "serious violation of the district's discipline policy" is defined as on or more of the following acts if committed by a student enrolled in the district:

- 1) Any act of school violence or violent behavior
- 2) Any offense that occurs on school property, on school transportation or at any school activity and that is required by law to be reported to law enforcement officials
- 3) Any offense that results in an out-of-school suspension for more than ten (10) school days.

DISCIPLINARY ACTIONS

Informal Talk - A school official (teacher, administrator or counselor) will talk to the student and try to reach an agreement regarding how the student should behave.

Student Conference - A formal conference is held between the student and one or more school officials. During this conference, the student must agree to correct his behavior.

Parent Involvement - Parent(s) and/or legal guardian(s) are notified of disciplinary action by telephone, personal contact, letter or certified letter. A conference may be conducted between the student and the teacher, as appropriate.

Referral to Counselor - Students may be required to meet with an assigned counselor on a periodic basis. The counselor will advise students on ways of improving his behavior. The counselor may recommend special projects to the student including reading, attending seminars, etc.

Assignment of Extra Work - Depending on the nature of the behavior infraction, duties may be assigned to match the nature of the offense and are to be completed by the student on his own time. This work shall be assigned and evaluated by the teacher or administrator.

Detention - Students may receive a detention before or after school hours, or from a specific class, at the discretion of the teacher and/or principal. Parents of secondary students are to be notified of the detention by the principal/teacher or student. The parent is responsible for the student's transportation.

Deprivation/Loss of Privileges (LOP) - An administrative assigned consequence. The student may lose the privilege of participating/attending activities including but not limited to athletic events, concerts, theatrical performances, programs, ceremonies, dances, assemblies, intramurals, computer/internet access, driving/parking vehicle on school grounds, etc. The time period for LOP will be determined by the administration.

Monday School - At the discretion of the principal, students will be assigned to attend mandatory Monday morning session help at the high school. These sessions will be held in a designated area and supervised by a staff member. Students who are assigned Monday School and fail to attend will receive a one-day in-school suspension.

In School Suspension (ISS) - An administrative assigned disciplinary consequence. ISS assignment goes into effect as soon as the administrator has made a disciplinary decision based upon the policy. The student will not attend regular classes. Instead, the student will spend the school day in the designated ISS location to complete assignments. All work completed and turned in will receive full credit. During a student's time in ISS, he/she is not permitted to attend activity clubs and meetings, assemblies, participate in athletic activities during the school day. A student serving ISS will not be allowed to physically participate in any contests, games, or performances. Any student who refuses to serve a ISS assignment will be assigned OSS and will receive zero credit on all homework, quizzes, projects for that time period he/she is suspended.

Out of School Suspension (OSS) – An administrative assigned disciplinary consequence. The suspension will go into effect as soon as the administrator has made a disciplinary decision based upon the policy. The student will be allowed to make up tests missed during OSS for full credit. Homework completed at the student's ability level will be recorded for no credit. If the homework is not done to the ability level or is not completed then the student will receive a zero. A student serving an OSS will not be allowed on school property or to attend school activities. A student suspended on a Friday may not take part in weekend school activities.

Long-Term Suspension – Recommended by the administration and executed by the Superintendent. A student serving long-term suspension / expulsion will not be allowed on school property or to attend school activities.

Short term - (1-10 days) -- Principal

Long term - (11-180 days) – Superintendent

Due Process – All students will be afforded due process as guaranteed by constitutional provisions. The process will be in accordance with state law and with the provisions outlined in the Board of Education policies and regulations on student suspension and student expulsions.

For ISS and OSS, should school be cancelled for any reason, any unserved suspension days will automatically be re-assigned to the first day school is in session.

Expulsion - Expulsion is the removal of a student from school by action of the Board of Education. The action and results are recorded in the student's permanent file.

Student Code of Conduct

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of district schools. No code can be expected to list each and every offense, which may result in the use of disciplinary action. However, it is the purpose of this code to list certain offenses, which, if committed by a student, will result in the imposition of certain disciplinary actions. Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses, may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. The High School Principal reserves the right to treat any offense individually and may choose to use a substitute consequence for any offense due to unique situations.

1. **Academic Dishonesty:** Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.
 - a. **First Offense:** No credit for the work, grade reduction or replacement assignment, parent notification
 - b. **Subsequent Offense:** Up to no credit for work, grade reduction, course failure or removal from extracurricular activities.
2. **Arson:** Starting a fire or causing an explosion with the intention to damage property or buildings.
 - a. **First offense:** Up to 180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in the student's discipline record.
3. **Assault 1):** Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.
 - a. **First offense:** Up to 10 days out-of-school suspension, Parent conference, notice to law enforcement officials, recommendation to Superintendent for Long Term Suspension, and documentation in the student's discipline record.
 - b. **Second offense:** 10 days out-of-school suspension with recommendation to Superintendent for Long Term suspension/expulsion, notice to law enforcement officials, and documentation in the student's discipline record

4. **Assault 2):** Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious injury to another person, or any other act that constitutes first or second degree.
 - a. **First Offense:** 10-180 days OSS or expulsion
 - b. **Subsequent Offense:** Expulsion
5. **Automobile/Vehicle Misuse:** Uncourteous or unsafe driving on or around district property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on school property.
 - a. **First offense:** Written reprimand; administrative conference
 - b. **Second offense:** Written reprimand; and/or loss of parking privilege up to 45 school days; parent conference
 - c. **Subsequent offenses:** Written reprimand; and/or loss of parking privilege up to 90 school days; contact parent
6. **Backpacks/Sling Bags:** Backpacks and sling bags will not be allowed to be carried into the classrooms during the school day.
 - a. **First Offense:** Student will return back pack to locker
 - b. **Second Offense:** Student will return back pack / sling bag to locker and up to 3 days ISS
 - c. **Subsequent Offenses:** Student will return back pack/sling bag to locker and up to 3 days OSS
7. **Bullying and Cyberbullying (Board Policy JFCF)** – Bullying is defined as a provable action displaying intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property, that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft or property damage; oral, written or electronic communication, including name calling, put-downs, extortion or threats; or threats of reprisal or retaliation for reporting such acts. **Cyberbullying:** Cyberbullying is a form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. ****Note:** Bullying/Cyberbullying occurs even when all students involved are willing participants.
 - a. **First offense:** Up to 10 days of OSS, LOP
 - b. **Second offense:** Up to 180 days of OSS, LOP
 - c. **Third offense:** Up to Expulsion
8. **Bus Misconduct:** Any offense committed by a student on a district owned or contracted bus shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, bus-riding privileges may be suspended or revoked.
 - a. **First offense:** Misconduct slip to be signed by parent, returned to driver before student allowed to ride again, possible school consequences as determined by the administrator
 - b. **Second offense:** Up to 5 days suspension from riding bus and/or other disciplinary consequences, LOP
 - c. **Third offense:** Up to 10 days suspension from riding bus and/or other disciplinary consequences, LOP
 - d. **Fourth offense:** Suspension from riding bus for the remainder of the school year and/or other disciplinary consequences, LOP

9. **Cell Phones/Electronic Devices:** Students will follow the “Stop Light” rules for cell phones and electronic devices.
- Red light – signifies no phones / electronic devices are to be out or used.
 - Yellow Light – signifies students may use phones / electronic devices for educational purposes only
 - Green Light – signifies students may use phone / electronic devices openly but responsibly
 - Violations of the cell phone / electronic device procedures**
 - First Offense:** Phone will be confiscated by teacher and turned into office – student may pick up at end of the day
 - Second Offense:** Phone will be confiscated by teacher and turned into office – parent must come to office to get phone
 - Third Offense:** Phone will be confiscated by teacher and turned into office – parent must come pick up phone – up to 3 days OSS
 - Fourth Offenses:** Third offense consequences plus student loses the privilege to have cell phone for rest of school year
10. **Camera Phones / electronic recording devices:** Students are prohibited from the use of a camera / electronic recording device to capture other students or staff members in compromising/inappropriate situations or photograph / record school materials to cheat. Students must have staff approval before any picture / recording maybe made and the use must be for educational purposes. Pictures/Texts or any other electronic recording will be considered the same as a hard copy or a verbal statement to a student or staff member. Any unapproved picture or recording taken may result in:
- First Offense:** Up to 5 days OSS
 - Second Offense:** Up to 10 days of OSS.
 - Third Offense:** Up to 180 days of OSS
11. **Dishonesty – lying/forgery:** An act of lying, verbal or written, including forgery
- First offense:** Up to 3 days ISS, LOP, Nullification of forged documents
 - Second offense:** Up to 3 days OSS, LOP, Nullification of forged documents
 - Subsequent offenses:** 10 days of OSS, LOP, Nullification of forged documents
12. **Disparaging or Demeaning Language:** Use of words or actions, verbal, written or symbolic, meant to harass or injure another person, i.e. threats of violence or defamation of a person’s race, religion, gender or ethnic origin.
- First and Second offense:** Up to 10 days out-of-school suspension for each offense and documentation in the student’s discipline record.
 - Third offense:** Up to 180 days out-of-school suspension and documentation in the student’s discipline record.
13. **Disrespectful Conduct or Speech:** Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar defiant, or is inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.
- First and Second offense:** Up to 10 days out-of-school suspension for each offense and documentation in the student’s discipline record.
 - Third offense:** Up to 180 days out-of-school suspension and documentation in the student’s discipline record.
14. **Dress Code Violation:** Wearing clothing that violates the School’s dress code policy. This will be handled as a disruption to the educational process. Offenses will be handled per day.
- First Offense:** Warning – change clothes. The student will be required to call their parent/guardian to bring appropriate clothing to school immediately. If no adult can be located to bring in clothing, the student may be required to wear a substitute article of clothing provided by the school if possible. If no other option is available, the student shall spend the remainder of the day in ISS.
 - Second Offense:** Same as 1st offense, except student goes directly to ISS for the remainder of the day.
 - Third Offense:** 1 day OSS, each subsequent offense adds a day of OSS.

15. **Drugs/Alcohol/Substance abuse (Board Policy JFCH):** Students will not possess, use, or be under the influence of any alcoholic beverage, unauthorized drug, narcotic substance, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances, and imitation controlled substances on school premises, in the immediate vicinity, at school or club activities, or during transportation to and from activities. According to Missouri Law, an individual caught in the possession of or participating in the sale of illegal drugs within a 2,000 foot radius of the property of any school building is subject to increased felony charges and resulting penalties.
- Possession of/attendance under the influence of any unauthorized prescription drug, alcohol, narcotic substance, counterfeit drugs, herbal prep, or drug-related paraphernalia.**
 - First offense:** Up to 10 days out-of-school suspension, report to authorities, documented completion of drug/alcohol evaluation conducted by a school approved agency, LOP and documentation in the student's discipline record.
 - Second offense:** Up to 180 days out-of-school suspension, report to authorities and documentation in the student's discipline record.
 - Third offense:** Up to expulsion and documentation in the student's discipline record.
 - Sale or distribution of any over-the-counter-medication, prescription drugs, alcohol, narcotic substance, counterfeit drugs, herbal prep or drug-related paraphernalia.**
 - First offense:** Up to expulsion, report to authorities and documentation in student's discipline record.
16. **Excessive Classroom/Hall Disruptions:** Behavior that distracts or keeps others from learning. Examples are excessive talking, name calling, throwing objects, being argumentative, sleeping.
- First Offense:** Up to 1 day ISS LOP
 - Second Offense:** 1-3 days ISS LOP
 - Third Offense:** 1 day OSS, LOP
17. **Extortion:** Threatening or intimidating any student for the purpose of obtaining money or anything of value.
- First and Second offense:** Up to 10 days out-of-school suspension for each offense and documentation in the student's discipline record.
 - Third offense:** Up to 10 days out-of-school suspension, recommendation to Superintendent for Long Term Suspension/Expulsion, notice to law enforcement officials, and documentation in the student's discipline records.
18. **Failure to Care for or Return District Property: Students who have unpaid bills, fines or missing school equipment or property will have PowerSchool access suspended until such obligation/restitution has been satisfied.**
19. **False Report/Alarm/Terroristic Act – Written or Verbal:** Tampering with emergency equipment, setting off false alarms, making false reports, communicating a threat or false report for purpose of frightening, disrupting or causing the evacuation or closure of school property. NOTE: A bomb threat is considered a Class D Felony and will be prosecuted. An Administrator may request an evaluation and communication from a mental health professional prior to student's return to school.
- First Offense:** 10 day OSS (May accelerate to 2nd Offense), contact authorities and restitution will be paid.
 - Second Offense:** 10 days OSS, Recommendation to Superintendent for Long Term Suspension/Expulsion, Contact authorities and restitution will be paid.
20. **Fighting:** Mutual combat in which both parties have contributed to the conflict, either verbally or by physical action.
- First and Second offense:** Up to 10 days out-of-school suspension for each offense, report to authorities and documentation in the student's discipline record.
 - Third and Fourth offense:** Up to 180 days out-of-school suspension for each offense, report to authorities and documentation in the student's discipline record.
21. **Fighting – Inciting:** Yelling or encouraging a conflict.
- First Offense:** 3 days ISS and/or LOP
 - Second Offense:** 3 days OSS and/or LOP

22. **Fireworks, smoke bombs, bottle rockets, water related pranks, incendiary devices, streaking/depansting, or other means of disturbance (pranks)**
 - a. **First Offense:** Up to 5 days OSS, suspension from all extra-curricular activities for 45 school days
 - b. **Second Offense:** Up to 10 days OSS, suspension from all extra-curricular activities for 90 school days
 - c. **Third Offense:** 10 days OSS, recommendation to Superintendent for Long Term Suspension/Expulsion, suspension from all Extra-curricular activities for 174 school days
23. **Gangs:** Wearing, carrying or displaying gang paraphernalia or exhibiting behavior or gestures which symbolize gang membership, or any other attribute which indicates or implies membership or affiliation with such a group.
 - a. **First offense:** Up to 10 days out-of-school suspension and documentation in the student's discipline record.
 - b. **Second offense:** Up to 180 days out-of-school suspension and documentation in the student's discipline record.
 - c. **Third offense:** Up to expulsion and documentation in the student's discipline record.
24. **Harassment:** Use of material of a sexual nature or unwelcomed verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcomed sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on protected characteristic.
 - a. **First Offense:** Up to 10 days OSS, Counselor intervention and/or LOP
 - b. **Subsequent Offense:** 10 days OSS, recommendation to Superintendent for Long Term Suspension
25. **Hazing (Board Policy JFCG):** Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purpose of invitation, affiliation, admission, membership or maintenance of membership in any group, class, organization,, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity. Hazing can occur when all students involved are willing participants.
 - a. **First Offense:** Up to 180 days OSS
 - b. **Subsequent Offenses:** Up to expulsion
26. **Headphones/Earbuds/Listening Devices:** Any type of listening device will not be worn continuously as students walk around building. They may be used in classrooms per teacher's directives.
 - a. **First Offense:** Item will be confiscated and turned into office; student may pick up and end of day
 - b. **Second Offense:** Item will be confiscated and turned into office; parent must pick up and up to 3 days ISS
 - c. **Subsequent Offenses:** Item will be confiscated and turned into office; parent must pick up; student loses privilege of having item at school; up to 3 days OSS
27. **Inappropriate physical actions:** Any unwelcomed type of action or contact with another person, either verbally or physically, that causes a disruption in the educational process.
 - a. **First Offense:** Up to 1 day ISS
 - b. **Second Offense:** Up to 3 days OSS; parent notification
 - c. **Third Offense:** Up to 10 days OSS; parent notification
28. **Internet/Technology Violation:** Use or attempted use of technology resources in a disruptive, manifestly inappropriate or illegal manner, impairs the district's mission, squanders resources, shall not be tolerated. Users must adhere to district policies, regulations, procedures, and guidelines found in board policy: EHB. This includes but is not limited to attempt to gain unauthorized access to a technology system or information; to use district technology to connect to other systems in evasion of the physical limitations of the remote system; to copy district files without authorization; to interfere with the ability of others to utilize district technology; to secure a higher level of privilege without authorization; to introduce computer "viruses", "hacking" tools, or other disruptive/destructive programs onto or using district technology; or to evade or disable a filtering/blocking device. Students must have a signed user agreement on file before accessing the internet.
 - a. **First Offense:** Up to 10 days OSS, LOP. May refer to Superintendent for possible further disciplinary action. Law enforcement authorities may be notified. **For Proxy site violation – Minimum 3 days OSS and 45 school day suspension from internet access.

29. **Insubordination/Inappropriate Behavior:** Willful act of refusal to comply with school or district guidelines or directions given by a school staff member.
- First Offense:** Up to 1 day ISS, LOP
 - Second Offense:** Up to 3 days ISS, Administrator/Parent conference, LOP
 - Third Offense:** Up to 3 days OSS, LOP
30. **Nuisance Items:** Possession or use of items such as toys, games, media devices and portable media players that are not authorized for educational purposes.
- First Offense:** The item will be confiscated by teacher and turned into office until end of day.
 - Second Offense:** The item will be confiscated until parent can pick up and up to 3 days ISS
 - Subsequent Offenses:** Item will be confiscated and turned into office until parent can pick up and up to 5 days OSS
31. **Physical contact (inappropriate)/Threat of violence to a staff member:** Unwelcome physical contact with a staff member (includes but not limited to sexual misconduct or physical contact with staff who is attempting to break up a fight or assault/battery).
- First Offense:** 10 days OSS, recommendation to Superintendent for Long Term Suspension/Expulsion, report to authorities
32. **Profanity/Vulgarity/Abusive Language:** Written, pictures, photographed, spoken or gestured in the school building, on the school grounds or while on a school sponsored activity
- First Offense:** Up to 5 days ISS and/or LOP, Consequences accelerated by the principal
 - Second Offense:** Up to 5 days OSS and/or LOP, Consequences accelerated by the principal
33. **Public Display of Affection:** Physical contact which is inappropriate in the school setting including, but not limited to, kissing and groping.
- First Offense:** Principal/student conference and parents/or legal guardian contacted.
 - Second Offense:** Up to 5 days ISS and documentation in the student's discipline record.
 - Third Offense:** Up to 10 days OSS and documentation in the student's discipline record.
 - Fourth Offense:** Up to 180 days out-of-school suspension and documentation in student's discipline record.
34. **Relational Aggression:** Spreading rumors, lies, taking pictures, using social media and excluding individuals to demean them.
- First Offense:** Up to 3 days ISS
 - Second Offense:** Up to 5 days OSS
 - Third Offense:** Up to 10 days OSS
35. **Removal from an extracurricular event:** Inappropriate behavior will not be tolerated.
- Any Offense:** May result in exclusion from attendance at future school events and/or suspension
36. **Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material:** Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by the district staff for its educational value. Students will not be disciplined for speech where it is protected by law.
- First offense:** Up to 5 days ISS
 - Subsequent Offenses:** Up to 10 days OSS
37. **Sexual Harassment:** (All grade levels and offenses 1-3 will result in recommendation to Superintendent for Long Term Suspension/Expulsion) Physical, verbal, or other conduct based on gender or sex that constitutes inappropriate behavior in a school setting or creates an unwelcome school environment for another person. Sexual harassment may include unwanted sexual conduct, such as sexually provocative or explicit speech; publicly expressed sexual fantasies; jokes of a sexual nature; demeaning comments; any unwarranted touching; drawing sexually explicit cartoons, drawing, or graffiti; kissing, spreading sexual rumors; students "making-out" on school premises; and/or pulling or removing clothing. Any person who believes he/she has been a victim of sexual harassment should report the acts immediately to a building administrator.

- a. **First and Second offense:** Up to 10 days out-of-school suspension for each offense, counselor intervention and documentation in the student's discipline record.
 - b. **Third offense:** Up to 180 days out-of-school suspension and documentation in the student's discipline record.
38. **Tardy (Tardies will be counted per quarter.)** -- Arriving late to class. Using class time to get materials and/or use the restroom.
- a. **Third tardy:** Conference with the principal
 - b. **Fifth tardy:** 1 Monday School
 - c. **Seventh tardy:** 1 Monday School
 - d. **Ninth tardy:** 1 Monday School
 - e. **Tenth tardy:** Up to 1 Day OSS
39. **Threat – Written/Verbal assault:** (All grade levels and offenses 1-3 will result in recommendation to Superintendent for Long Term Suspension/Expulsion) Verbal, written, pictorial or symbolic language/gesture that creates a reasonable fear of intent to cause physical injury or property damage to an individual or group. This includes but is not limited to text messages, Facebook posts, tweets or any other social media communication. An administrator may request an evaluation and communication from a mental health professional prior to student's return to school.
- a. **First Offense:** Up to 5 days OSS, LOP, Guidance counselor intervention, may report to authorities
 - b. **Second Offense:** Up to 10 days OSS, LOP, Guidance counselor intervention, may report to authorities
 - c. **Third Offense:** 10 days OSS, Recommendation to Superintendent for Long Term Suspension/Expulsion, report to authorities
40. **Tobacco:** Use or possession of any tobacco products or paraphernalia such as lighters or matches, on school grounds, bus or at any school activity.
- a. **First Offense:** Confiscation of item(s) will happen with each offense, parent contact, and up to 5 days ISS, LOP. Student "use" automatically warrants a second offense punishment.
 - b. **Second Offense:** Up to 5 days OSS, LOP, documentation in the student's discipline record.
 - c. **Third Offense:** Up to 10 days OSS, LOP, documentation in the student's discipline record.
 - d. **Fourth Offense:** 10 days OSS, LOP, documentation in the student's discipline record.
41. **Truancy:** Absent from school or class without knowledge and consent of parent/guardian, administrator, or classroom teacher.
- a. **First Offense:** 1 day ISS, and/or LOP, Loss of credit for class periods missed
 - b. **Second Offense:** Up to 3 days HSS, LOP, Loss of credit for class periods missed
 - c. **Third Offense:** Up to 5 days HSS, LOP, Loss of credit for class periods missed
42. **Unauthorized Entry:** Entering facility, office, locker or other area that is locked or restricted from the general public; entering or assisting any other person to enter a district facility through an authorized entrance; assisting unauthorized persons to enter a district facility through any entrance.
- a. **First Offense:** Up to 5 days OSS, LOP, appropriate authorities will be contacted
 - b. **Second Offense:** 5-10 days OSS, LOP, appropriate authorities will be contacted
 - c. **Third Offense:** 10 days OSS, LOP, appropriate authorities will be contacted, recommendation to Superintendent for Long Term Suspension/Expulsion
43. **Vandalism/Theft** – Willful or malicious abuse/damage, destruction, or attempt to cause damage and/or theft or knowingly possessing stolen school or personal property. Consequences may be escalated for incidents involving damages/theft of \$500 or more. (Under Missouri Law, Chapter 570, Section 570.030 "Stealing and Related Offenses" – Any offense in which the value property or services is an element is a Class C Felony if the value of the property or services is \$500 or more but less than \$25,000)
- a. **First Offense:** Up to 10 days OSS, LOP, restitution, law enforcement contacted
 - b. **Second Offense:** Up to 180 days, restitution, law enforcement contacted

44. **Violation of Cafeteria Rules:** Left trays, littering, disruptions, leaving designated areas, etc. (Consequences may be escalated depending on intent)
 - a. **First Offense:** Up to 1 day ISS, clean area, LOP
 - b. **Second Offense:** 2-4 days ISS clean area, LOP
 - c. **Third Offense:** 3-5 days ISS, clean area, LOP
 - d. **Fourth Offense:** Up to 5 days OSS, removal from area for the remainder of the year, LOP
45. **Wheeled Devices:** No Wheeled devices are to be worn/ridden/driven/used in the school building at any time. This includes, but is not limited to Hover Boards, Skate Boards, Wheelie Shoes.
 - a. **First Offense:** Up to 3 days ISS; LOP
 - b. **Second Offense:** Up to 5 days OSS; LOP
 - c. **Third Offense:** Up to 10 days OSS; LOP
46. **Weapons:** Possession or use of any instrument or device as defined in 571.010 RSMo., which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person (see Weapons/Firearms and Definition of Weapons under the Behavior Rules section).
 - a. **Weapons/Firearms** - The district will not tolerate the presence of firearms or weapons on the premises of its schools. This prohibition includes possession of firearms and weapons on the school playgrounds, school parking lots, school buses, and all school activities whether on or off school property.
 - b. **The term firearm includes, but is not limited to:**
 - i. Any item which is a loaded or unloaded weapon, weapon frame, or weapon barrel and which is designed to, or may be designed to, or may be readily converted to, expel a projectile by action or an explosive, or
 - ii. Any item which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has a barrel with a bore of at least one-half inch in diameter, or
 - iii. Any explosive, incendiary or poison gas, such as bombs; grenades; rockets with a propellant charge of greater than four ounces; and other similar devices as recognized under federal law, or
 - iv. Any combination of parts either designed to or intended for use in converting any device into a device as described in paragraphs above.

DEFINITION OF WEAPONS

The term **weapon** shall mean a "firearm" as defined above, and items, listed below, which are defined as "**weapons**" in section 571.010. **RSMO**

- | | |
|--|--|
| 1. Blackjack | 8. Machine gun |
| 2. Concealable firearm | 9. Brass Knuckles |
| 3. Explosive weapon | 10. Projectile weapon |
| 4. Firearm | 11. Rifle |
| 5. Firearm silencer | 12. Shotgun |
| 6. Gas gun | 13. Spring gun |
| 7. Knife (blades 4" or longer in length) | 14. Switchblade/Butterfly knife (any length) |

The Safe Schools Act of 1996 § 571.030 RSMo. Supp. 2005: A person who knowingly carries a loaded or unloaded firearm or any other lethal weapon into a school, onto a bus, or onto the premises of any school sponsored function or activity may be charged with the crime of unlawful use of weapons (unless they have a valid concealed carry endorsement). This provision does not apply to a (1) firearm lawfully possessed by a person on school premises for the purposes of transporting a student to/from school; or (2) a firearm possessed by an adult for the purpose of facilitating a school-sanctioned firearm-related event. (See also the large number of individuals exempted from this provision pursuant to § 571.030.2-5.) This statute does not make it unlawful for a student to participate in school-sanctioned gun safety courses, student military or ROTC courses, or other school-sponsored firearm related events as long as the student does not carry the firearm or other lethal weapon into any school, onto any school bus, or onto the premises of a school sponsored function or activity. Depending on circumstances, unlawful use of a weapon is a Class D felony, Class B misdemeanor, or a Class A misdemeanor if the firearm is unloaded. Unauthorized possession and / or use of all weapons or instruments that have the appearance of a weapon prohibited within all environments and the school zone. These items include a blackjack, concealable firearm, explosive weapon, firearm,

firearm silencer, gas gun, knife, switchblade knife, machine gun, rifle, shotgun, spring gun, air gun, projectile weapon (including and not limited to bows, arrows, pellet guns, sling shots, paint ball guns, cap guns). Other items considered weapons include poisons, combustibles, numchucks, throwing stars, throwing darts, chains, knuckles, mace, pepper spray, firecrackers, smoke bombs, acidic chemicals, lighters, nuisance items and toys, unauthorized tools or any other devices that could be used as a weapon to threaten others including but not limited to chairs, stick or safety pins, scissors, tooth picks, saw blades, jagged bottle glass, potato gun.

Items will be confiscated and police notified.

The district will take the following action upon determining that a student has brought a firearm or weapon to school:

First Offense: Up to 10 days OSS, authorities contacted, refer to Superintendent for review as per Safe Schools Act including recommendation for Long Term Suspension/Expulsion

Applicability of Regulations to Students with Disabilities

If the student who is determined to be in violation of the regulation is a student with a disability; under the Individuals with Disabilities Act, the district will assign the student to an alternative education placement for a period of up to forty-five (45) days and/or take other steps to address the student’s misconduct, as permitted by law.

**DREXEL R-IV SCHOOL DISTRICT BOARD OF EDUCATION POLICY
STUDENT SUSPENSION**

The Board of Education believes that the right of a student to attend the Drexel R-IV School District carries with it the responsibility of the student to attend school regularly and to comply with the lawful policies, rules and regulations of the school district. This observance of school policies, rules and regulations is essential for permitting others to learn at school. Therefore, the administrative prerogative to remove a student from the school setting because of willful violation of school rules and regulations shall be permitted provided such action is taken in accordance with due process and with due regard for the welfare of both the individual and the school. School attendance may be temporarily denied to individuals by the administrative act of immediate suspension, but expulsion can be implemented only through specific action by the Board of Education.

The board authorizes the immediate suspension of students by building principals for a period not to exceed ten (10) school days and by the superintendent for a period not to exceed one hundred eighty (180) school days, provided such action is in accordance with due process and state statutes. The Board of Education must be notified of any suspension exceeding ten (10) school days.

A student may be suspended by the principal for failing to give proper observance to the requirements of the school. Notice of such suspension shall be given immediately to the parents or guardians, teachers, and to the superintendent or his designee. The superintendent, after notification, may adjust a suspension by the principal.

In the case of a suspension of a student by the superintendent for a period of more than ten (10) school days, the student, parents/guardians may appeal the decision of the superintendent to the board. Requests for appeal shall be in writing and filed with the superintendent and forwarded to the secretary of the Board of Education. Upon the filing of the appeal, the suspension shall be stayed until the board renders its decision, unless in the judgment of the superintendent the student’s presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process. In such case, the judgment shall be immediately transmitted to the student and parents/guardians and the student shall be immediately removed from school.

Upon the filing of a request for an appeal of the superintendent’s decision to suspend a student for more than a period of ten (10) school days, the superintendent shall promptly transmit a written report to the board, indicating the facts relating to the suspension, the action taken by the superintendent and other administrative officials and the reasons for such action. The Board, upon request, shall grant a hearing to the appealing party. Students suspended more than ten (10) and less than ninety (90) days shall be reinstated by the superintendent.

STUDENT EXPULSION

The Board of Education may originate suspension or expulsion proceedings on its own motion for student conduct which is deemed prejudicial to good order and discipline in the schools that tends to impair the moral or good conduct of the student. However, only the board has the authority to expel a student from school.

If a student consistently refuses to conform to school policies, rules and/or regulations, the principal and superintendent, or his designee may recommend to the Board of Education that the student be expelled from school. The Board will review such recommendations and decide whether to proceed with an expulsion hearing. Should an expulsion hearing be deemed necessary, the following points shall serve as the guideposts for the proceedings:

Board action shall begin with written notification of the charges against the student, which shall be delivered by certified mail to the student, his parents/guardians, or others having his custodial care. Such notification will include charges, contemplated action and time and place of a hearing on such charges, and that the student, parents/guardians, or counsel, shall have the right to cross examine witnesses presented in behalf of the charges and to present testimony in defense there against. The hearing will be closed unless the student, parents/guardians or others having custodial care requests an open hearing. At said hearing the Board of Education, or counsel, shall present the charges, testimony and evidence as may be deemed necessary to support the charges. The board will expect the principal in each case to be present and make oral and written reports and statements concerning the student's misconduct. The student, parents/guardians, or others having custodial care, or counsel, shall have the right to cross-examine witnesses presented in behalf of the charges and to present testimony in defense there against.

At the conclusion of the hearing, or in an adjourned meeting, the Board of Education shall render its decision to dismiss the charges, suspend the student for a specified time, or expel the student from the schools of the district. Prompt notice of the decision shall be given to the student, parents/guardians, or others having custodial care, and counsel if applicable. Re-admittance of an expelled student at the beginning of a school semester may be possible only through consent of the Board of Education. Expulsion may be recommended for handicapped students in accordance with the due process procedures of P.L. 94-142 the Education for All Handicapped Children Act and applicable Missouri Laws.

STUDENT COMPLAINTS AND GRIEVANCES

Students, parents of elementary and secondary students, employees, applicants for admission and employment, and any other person who feels that the Drexel R-IV School District has inadequately applied the Section 504 of the Rehabilitation Act of 1973 or the American with Disabilities Act of 1990, may file a complaint utilizing the following grievance procedure. This grievance procedure is to provide prompt and equitable resolution of a complaint regarding alleged discrimination on the basis of disability.

LEVEL 1: Principal or Immediate Supervisor

Employees claiming disability discrimination may first discuss the grievance with their principal or immediate supervisor, with the object of resolving the matter informally. A student or parent with a disability discrimination complaint may discuss it with the teacher, counselor, or building administrator involved. Level 1 of the grievance procedure is informal and optional and may be bypassed by the grievant.

LEVEL 2: Section 504 Coordinator - If the grievance is not resolved at Level 1 with the principal or immediate supervisor and the grievant wishes to pursue the grievance, it may be formalized by filing a complaint in writing on a Compliance Violation Form. This form may be obtained from the Section 504 Coordinator. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at Level 2 must be within fifteen (15) working days from the day of the event giving rise to the grievance or from the date the grievant could reasonably become aware of such an occurrence. The grievant may request that a meeting concerning the complaint be held with the Section 504 Coordinator. A minor student may be accompanied at that meeting by a parent or guardian. The Section 504 Coordinator shall investigate the complaint and attempt to solve it. A written report from the Compliance Officer to the complainant regarding action taken will be sent within fifteen (15) working days after receipt of the complaint.

LEVEL 3: Superintendent - If the complaint is not resolved at Level 2, the grievant may proceed to Level 3 by presenting a written appeal to the Superintendent within ten (10) working days after the grievant receives the report from the Section 504 Coordinator. The grievant may request a meeting with the Superintendent or his/her designee within ten (10) working days after receiving the written appeal.

LEVEL 4: Board of Education - If the complaint is not resolved at Level 3, the grievant may proceed to Level 4 by presenting a written appeal to the President of the Board of Education within ten (10) working days after the grievant receives the report from the Superintendent. The grievant may request a meeting with the Board of Education. The Board of Education has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Board of Education at their next regularly scheduled meeting. The grievant will be notified in writing of the decision within ten (10) working days after the Board of Education action.

The procedure in no way denies the right of the grievant to file a formal complaint with the U.S. Department of Education, Office for Civil Rights, or other agencies available for mediation or rectification of rights grievances, or to seek private counsel for complaints alleging discrimination.

Title IX and Section 504 Coordinator
Director of Special Education, Drexel R-IV Schools
P.O. Box 860 Drexel MO 64742

THREATS ON SCHOOL AND STUDENTS

Student safety is of most importance to the Drexel R-IV School District. A procedure is in place for reporting of any threats and students and parents should take them all seriously. We encourage all students and parents to report any threats immediately to the building administrator or call the toll-free **Missouri Violence Hotline (866) 748-7047**.

SUICIDE PREVENTION

If you or a friend are thinking or talking about hurting yourself/himself or someone else, it is important to **ACT**.

A- Acknowledge: Listen to your friend, don't ignore threats.

C- Care: Let your friend know you care.

T- Tell: Tell a trusted adult that you are worried about your friend.

National Suicide Prevention Lifeline: 1-800-273-TALK (8255)

DREXEL R-IV SCHOOL TECHNOLOGY ACCEPTABLE USE GUIDELINES FOR STUDENTS

I. Overview

Drexel R-IV School's Acceptable Use Policy was created to protect district employees, students and the district for illegal or damaging actions by individuals, either knowingly or unknowingly.

The district's networked systems including but not limited to computer equipment, software, operating systems, storage media, network accounts providing email, web access and file sharing are the property of the district. These systems are to be used for or in support of, research; education; local, state or national government affairs; economic development or public service. The policies of our ISP and MOREnet also apply to the users at Drexel R-IV School.

II. Purpose

The purpose of this policy is to outline the acceptable use of computer equipment at Drexel R-IV School. These rules are in place to protect the employee, students, parents and the school district. Inappropriate use exposes the district to risks including virus attacks, a compromise of the network, and legal issues.

III. Scope

This policy applies to all employees, students, and public that would have access to the district's computer systems.

IV. Policy

1. All district computer users should be aware that any data they create on district systems is not private property. The district cannot guarantee the confidentiality of information stored on any network device belonging to Drexel R-IV School or MOREnet.
2. All students of the district should exercise good judgment regarding the personal use of the district's computer equipment. The student's personal computer or WiFi-equipped electronics are NOT allowed on the local network. Respect the system set-up and integrity of the network. Computer settings are not to be changed without permission of instructor or technology coordinator.
3. For security reasons all students will protect their passwords and help maintain the security of the network. Sharing of passwords with others is prohibited.
4. All students of the district should use only approved software and should seek permission before installing or downloading any software to their computer system. Failure to ask permission before downloading and/or installing unapproved files will result in loss of network privileges.
5. District policies on copyright will govern the use of material accessed through the district system. Copyright information is easily obtained online, from instructors, the Library Media Specialist or the technology coordinator.
6. All students of the district will access, save, or use what is deemed school appropriate language, pictures, text, or any electronic form of data from the Internet or wireless networks.
7. All district computer users may not use the system for private commercial purposes.
8. Keep classroom computer systems and computer labs clean and free of food or drink.
9. When creating any electronic communication district users will use appropriate language and will agree not to harass, insult or attack others.
10. Student use of computers for personal use is limited to before and after school. Accessing social networking sites is not allowed on district computers.

V. Enforcement

Violation of any of the rules or policies shall be grounds for immediate termination of network access and may result in disciplinary action.

If you have any questions or concerns, please feel free to call Sam Oram,

Technology Coordinator, at 816 657 4715 x5121 or email at soram@drexelbobcats.net

Agreement signatures of both the parent or guardian and the student will need to be signed on the Drexel School Districts Acknowledgement Sheet.

DREXEL R-IV SCHOOL STUDENT EMAIL REGULATIONS AND PERMISSION FORM

The Drexel R-IV School District has created email accounts for all students in grades 6-12 to allow for collaborative sharing using Google Apps for Education. These accounts will be used at school for school-related projects but may be used outside of school for personal email by students with their parents' permission. No student will be assigned an email account without parental or guardian approval.

Please fill out and return the permission slip to Kelly Lacy in the office by
September 1st, 2017.

Philosophy

The Drexel R-IV School District encourages the use of student email as an effective and efficient way to improve communication between students, faculty members and administrative staff. The primary purpose of student email is to support teaching and learning.

This drexelbobs.net email account is housed on a Google mail server, thereby giving student access to Google Docs (word processor, spreadsheet, and presentation software) and also allowing teachers and students to share information housed in these file areas with others.

1. **Official Email Address** All students in grades 6-12 will be assigned a drexelbobs.net student email account. This account will be considered the student's official Drexel R-IV email address until such time as the student is no longer enrolled in the Drexel R-IV district. The account will be closed upon graduation from Drexel R-IV School.

2. Prohibited Conduct

Student email may not be used in the following ways:

- Unlawful activities
- Commercial purposes
- Personal financial gain
- False identity in email communications
- Misrepresentation of the Drexel R-IV Schools
- Interference with district technology operations through
 - a. electronic chain letters
 - b. unsolicited electronic communications
 - c. disruption of electronic communications

3. Access Restriction

Access to and use of student email is considered a privilege accorded at the discretion of Drexel R-IV Schools. The District maintains the right to immediately withdraw the access and use of student email when there is reason to believe that violations of law or District policies have occurred. In such cases, the alleged violation will be referred to the Building Principal for further investigation and arbitration.

4. Security

Drexel R-IV Schools cannot and does not guarantee the security of electronic files located on the Google Mail system.

Although Google does have a powerful content filter in place, the District cannot assure that users will not be exposed to unsolicited information.

5. Privacy

The general right of privacy will be extended to the extent possible in the electronic environment. Drexel R-IV Schools and all electronic users should treat electronically stored information in individuals' files as confidential and private. There is an acknowledged trade-off between the right of privacy of a user and the need of system administrators to gather necessary information to ensure the continued functioning of these resources. In the normal course of system administration, system administrators may have to examine activities, files, and electronic mail to gather sufficient information to diagnose and correct problems with system software or hardware.

Users of student email are strictly prohibited from accessing files and information other than their own. The District reserves the right to access the drexelbobs.net Google Mail system, including current and archival files of user accounts when there is reasonable suspicion that unacceptable use has occurred.

If you have any questions or concerns, please feel free to call Sam Oram,

Technology Coordinator, at 816 657 4715 x5121 or email at soram@drexelbobs.net.

Agreement signatures of both the parent or guardian and the student will need to be signed on the Drexel School Districts Acknowledgement Sheet.

PARENT/STUDENT RIGHTS IN IDENTIFICATION

EVALUATION AND PLACEMENT OF SPECIAL NEEDS STUDENTS

The following is a description of the rights granted by federal law to students with handicaps*. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your right if you disagree with any of these decisions. You have the right to:

- Have your child take part in, and receive benefits from public education programs without discrimination because of his/her handicapping condition;
- Have the school district advise you of your rights under federal law;
- Receive notice with respect to identification, evaluation, of placement of your child;
- Have your child receive a free appropriate public education. This includes the right to be educated with non-handicapped students to the MAXIMUM extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities;
- Have your child educated in facilities and receive services comparable to those provided non-handicapped students;
- Have your child receive special education and related services if he/she is found to be eligible under the Individuals with Disabilities Act (PL 94-142 or section 504 of the Rehabilitation Act);
- Have evaluation, educational, and placement decisions made based upon a variety of information sources, and by persons who know the student, the evaluation date, and placement options;
- Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the district;
- Have your child be given an equal opportunity to participate in non-academic and extra-curricular activities offered by the district;
- Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program, and placement;
- Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records;
- A response from the school district to reasonable requests for explanation and interpretation of your child's records;
- Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing;
- Request and impartial due process hearing related to decisions of actions regarding your child's identification, evaluation, educational program or placement. You and the student may take part in the hearing and have an attorney represent you;
- Ask for payment of reasonable attorney fees if you are successful on your claim, and
- File a local grievance.

The person in this district who is responsible for assuring that the district complies with Section 504 is: Director of Special Education—Drexel R IV - Phone 619-2287

(Section 504 of the Rehabilitation Act Statute and Regulation; 29 U.S.C.705 (7), Section 794; 34 C.F.R. par. 104, the Individuals with Disabilities Education Act Statute and Regulations; 20 U.S.C. Section 122g; 34C.F.R. Par: 99).

NOTICE OF NONDISCRIMINATION

Students, parents of elementary and secondary school students, employees, applicants for admission and employment, sources of referral of applicants for admission and employment with Drexel R-IV School District are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex or disability in admission, access to, treatment, or employment in its programs and activities.

Any person having inquiries concerning Drexel R-IV School District's compliance with the regulations implementing Title IX, Section 504, and ADA is directed to contact the Director of Special Education, Drexel R/IV, Title IX, Section 504 and ADA Coordinator, P.O. Box 860, Drexel, MO 64742, (816) 619-2287, who has been designated to coordinate Drexel R-IV School District's efforts to comply with the regulations implementing Title IX, Section 504 and ADA.

Any person may also contact the Office of Civil Rights, U.S. Department of Education, regarding Drexel R-IV's compliance with the regulations implementing Title IX, Section 504 and ADA

PUBLIC NOTICE

All public schools are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial schools, beginning on the child's third birthday through age twenty (20), regardless of the child's disability. Disabilities include learning disabilities, mental retardation, behavior disorder/emotional disturbance, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physical/other health impaired, multi-handicapped, deaf/blind, autism, early childhood special education, and traumatic brain injury. All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the district relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. Parents have the right to file complaints with the U.S. Department of Education or the State Department of 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 implementation of Special Education, and this plan is available for public review during regular school hours on days school is in session in the Office of the Superintendent of Schools. Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty (20) who reside in the district or whose parent/legal guardian resides in the district. This census is compiled as of May 1 each year. This information is treated as confidentially and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes name of each child; parent/legal guardian's name/address; birth date and age of each child; and each child's disability or suspected disability. Should the District fail to submit an annual census, the State Board of Education may withhold state aid until the census is admitted. If you have a child with a disability or know of a child with a disability that is not attending the public school, please contact the school district.

Missouri Department of Elementary and Secondary Education

Every Student Succeeds Act of 2015 (ESSA)

COMPLAINT PROCEDURES

This guide explains how to file a complaint about any of the programs¹ that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)².

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.

¹ Programs include Title I, A, B, C, D, Title II, Title III, Title IV-A, Title V

Revised 4/17

² In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C)

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

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

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

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

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

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

The following activities will occur in the investigation:

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

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

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

9. How will appeals to the Department be investigated?

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

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

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

PUBLIC NOTIFICATION

The Drexel R-IV School District strives to recruit, retain, and support *highly qualified professional personnel* in all areas of the academic and extra-curricular programs. Within the academic programming offered by the District, the School District receives federal funds for Title I services and willingly chooses to participate in this program. As part of this program the District must offer parents the opportunity to request credentials for all teachers. If you would like to receive a copy of your child's classroom teacher's credentials, or the professional licenses of any administrator, please contact the Central Office and/or the Federal Programs Director at 816-619-2287 or your child's building level principal.

As an integral part of the Drexel academic program, every effort is made to identify students (and families) who do not utilize *English as their primary language*, or students/families who have recently immigrated to the United States. The identification procedures and information related to these requirements and services will be provided to families upon classification of a student as a potential ELL participant or upon request. Direct instruction will be provided for those young people, and every effort will be made to provide all pertinent information to the families in a language appropriate and effective for strong communication. While there are limited language styles here in the immediate school hallways, we do have accessibility to a large number of interpreting services within the broader Kansas City metroplex. Information regarding these and all other District services will be provided through various language/communication styles either in print or in person upon request or identified need.

Students and families who have challenges with traditional or regular housing may contact the school district for support under the *McKinney-Vento Homeless Education Act*. These students will be provided additional assistance as required by federal statute and with all supports and assistance available within the Drexel School District and community. The Homeless Educational Coordinator may be contacted at 816-619-2287 or via email at moram@drexelbobcats.net.

Students who are being educated at home or in private settings may participate in federal programming provided by the Drexel R-IV School District. To provide input on the interactions of the public program with the **non-public programs**, or to access these services, please contact the Mrs. Apple at 816-619-2287 or via email at capple@drexelbobs.net.

Further supporting the needs and standards of the Drexel Community, the School District participates in and encourages student participation in a wide variety of **Safe and Drug-Free Schools and Communities** activities. The District conducts needs assessments in these areas at both the District and Community levels and works with local and state law enforcement to better serve the overall school community. Questions and/or comments for strengthening these programs may be directed to the Safe and Drug-Free School and Community Coordinator through the Central Office or by contacting your student's building level administrator.

Additionally, any parent/patron needing information regarding the federal regulations and requirements of the **Every Student Succeeds Act of 2105** (for example: complaint procedures, educational programs, instructional procedures, etc.), please contact your students building level principal.

As always, it is the primary goals of the Drexel R-IV School District to provide the highest quality education to our young people while simultaneously working to serve our larger school community. Please contact the Central Office, the coordinators of each of the programs, or the building level principals if there are ways we can better serve your needs, or if you have ideas and suggestions in which we might further our goal of educating the future.

Release of Student Information

If you do not want Drexel R-IV School District to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by September 1 of the current year. The Drexel R-IV School District has designated the following information as directory information:

- Current Grade Level
- Student's name
- Address
- Participation in officially recognized activities and sports
- Telephone listing
- Weight and height of members of athletic teams
- Photograph
- Degrees, honors, and awards received
- Dates of attendance and/or graduation from Drexel School

Dear Parent or Guardian:

Our district is required to inform you of certain information that you, according to The ESSA Section 1112 (e)(1)(A), have the right to know. Upon your request, our district is required to provide to you in a timely manner, the following information: Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived. Whether your child is provided services by paraprofessionals and, if so, their qualifications; what baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to each individual parent: Information on the achievement level of the parent's child in each of the state academic assessments as required under this part: and Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

Respectfully,

Terry Mayfield

Superintendent

Banish Bullies

Look around you. How many times a day do you witness someone

being a bully? Bullies are those bad apples who intentionally and repetitively abuse other people who are less powerful than they are.

The bad news is this: Bullies have a toxic effect on themselves and everyone around them, whether you happen to be the direct victim of their nastiness or not.

Even innocent bystanders are negatively affected. And, if you stand silently by, you're showing your approval, even if you don't approve.

There is no surefire way to banish bullies, but there are some things you can do. For starters:

Don't be a bully. If you feel angry and out of control, stop, breathe deeply and relax. Don't take it out on someone else.

Work with student leaders and school officials to create safe, anonymous ways to report threats, drug use, weapons possession, etc. Remember, there's a fundamental difference between being a snitch and courageously taking a stand against aggressive and potentially dangerous behaviors.

Let 'em know.

Bullies pick on people they think are different. Let your friends and fellow students know you won't stand by while someone is teased or taunted for being a different size or sex, race or religion.

Stick with the group.

Whenever possible, avoid being alone.

Walk away. If you see a bully or someone who looks suspicious, take another route.

Exude confidence. You're less likely to be targeted by attackers if you appear poised and unafraid.

Follow your hunches. If a situation feels creepy, get out of it.

Keep your eyes open. When you're out in public, stay aware of the people around you. Also, key in on what they are doing and why that makes you feel uncomfortable.

Be in the know. The better you size up a person and a situation, the safer you'll be.

Be
SMART
Stay
SAFE

To reduce your chances of physical harm:

CHARACTER {bullying: it's not ok}

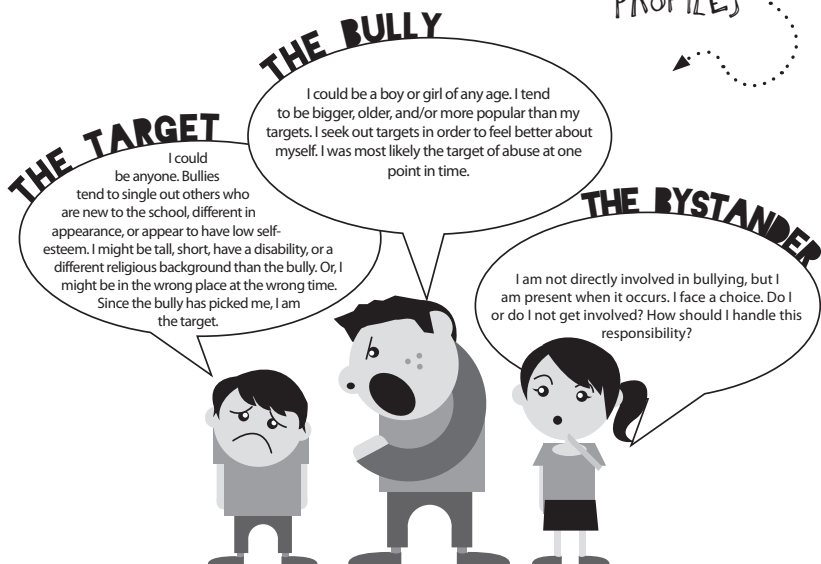
STOP BULLYING

Bullying is a form of abuse.

It is an intentional act meant to hurt another person emotionally or physically, and it's not OK.

Have you ever been teased or taunted? Received a nasty email or text message? Been physically intimidated? Then you've most likely been the target of a bully. You're not alone; 60-80% of students are bullied at school every year.

BULLYING PROFILES



Bullying hurts everyone involved. Even the bullies! Bullies tend to have a difficult time finishing school, and some even spend time in jail later in life. Teens who are bullied by older classmates sometimes become bullies themselves, perpetuating a "tradition" of abuse.

Some believe that bullying is part of growing up, and it's how we learn to stand up for ourselves. There are better ways to learn life lessons than being abused! There is simply no excuse for bullying. No one ever deserves to be bullied, and together we can stop bullying for good!

TEASING
RUMORS
GOSSIP

CHARACTER {bullying means more than you think}

STOP BULLYING

Sometimes we tease our friends playfully, but when does it go too far? When does playful teasing become taunting? Teasing and taunting both involve making fun of someone, but taunting is mean and one-sided.

TEASE VS. TAUNT

Is it a Tease or a Taunt when...

(Circle One)

if offended, the teaser doesn't stop **Tease / Taunt**
I tease someone I know, who can and will say things back **Tease / Taunt**
only the teaser laughs **Tease / Taunt**
someone is upset, the teasing stops **Tease / Taunt**
it is not playful and directed at someone you do not know well **Tease / Taunt**
in a group, everyone laughs, even the one who is teased **Tease / Taunt**

BULLYING VOCABULARY

Cruelty: To harm another who has no means of defense for pleasure.

Goad: To continuously torment another in order to get a reaction.

Target: A person who a bully often seeks out as a victim.

Teasing: Tormenting another in an often clever but cruel way.

Manipulation: The act of dishonestly influencing others for personal advantage.

Fear: The emotion that holds bystanders away from helping a victim.

Bully: An individual who regularly menaces others for personal gain.

Jealousy: A feeling of resentment towards someone because of that person's success or advantages. Bullies often bully other people because they are jealous of them.

Victim: A person who has been bullied.

Ashamed: The feeling we get when we wish we had done something differently.

Indirect Bullying: The spreading of rumors, gossip, or anonymous actions that are meant to hurt another person.

Cyber Bullying: Using the internet to bully - text messages, unpleasant e-mails, Twitter and Facebook postings, etc. to damage someone's reputation.

Anger: An emotion we feel when bullied. Also an emotion that leads to bullying.

REMEMBER:

It's not your fault. It's the bullies that have the problem, not their targets. Speak out, get help. You deserve to be respected and not tormented.

HITTING

NAME-CALLING

CHARACTER {types of bullying}

STOP BULLYING

PHYSICAL BULLYING: Hitting, poking, pinching, pulling hair, or damaging someone else's things are all examples of physical bullying. Hurting someone physically is never ok, even if they do it first.

VERBAL BULLYING: Teasing, name-calling, spreading rumors, insulting, mean jokes, threats, or other verbal attacks that make us feel hurt or

Have I ever....

hurt someone else's feelings because I was jealous?
made fun of someone because it made me feel better about myself?
joined in with my friends' taunts even though I didn't actually want to participate?
pinched, slapped, or physically hurt someone else because they were different?
damaged someone's property on purpose to make them upset?
sent hurtful text messages, e-mails, or spread online rumors?
made fun of someone else simply because I could?

threatened. The old adage, "Sticks and stones may break my bones but words will never hurt me" is not

true. Verbal torments can

lead to depression, in some cases. If you wouldn't want someone to say something to you, then don't say it to them.

Do I
BULLY?

Sometimes a bully cannot recognize that they are being a bully.▶



When we routinely hurt others on purpose we become bullies.

SOCIAL BULLYING: Excluding or teasing others who are different from you and your friends (What a geek!). Or, picking someone last or not at all for kickball, just because you don't like them or they are unpopular among your friends.

CYBER BULLYING: Using the internet or electronic devices to engage in verbal or social bullying. Spreading rumors on social media sites and sending hurtful text messages or e-mails are a few examples. In some states, cyber bullying is now illegal. For more information, visit: www.cyberbullyalert.com.

REFLECT:

Describe a time you or another person were bullied:

.....
.....
.....

Given what you've learned, what would you have done differently?

.....
.....
.....

CHARACTER {i'm being bullied}

STOP BULLYING

What should I do?

TAKE A STAND!

Bullies often target those who they believe are not going to stand up for themselves. Be assertive and confident if you are bullied.

If you are confronted by a bully...

Don't:

- ✗ Engage the bully with similar behavior. If they taunt you, don't taunt back. If they shove you, don't shove back. It's exactly what they want.
- ✗ Show you're upset. Try to control your emotions and keep cool.
- ✗ Keep it a secret.

Do:

- ✚ Proudly walk away and ignore the bully. Don't show you are affected.
- ✚ Confidently tell the bully you don't like what they are doing and tell them to stop. Remember, you deserve respect and the bully is being disrespectful.
- ✚ Ask your friends for help and to accompany you in places the bully might confront you.
- ✚ Ask an adult you can trust for help. Even if you think you have solved the problem, let an adult know. The bully may move on to someone else.

DON'T STAND BY
If you see bullying occur...

It may seem obvious to not contribute to bullying. But, it can sometimes be difficult. Can you think of a time when it might be difficult? **Discuss.**

When should you speak up and when shouldn't you? Can you think of a situation where speaking up would be a bad idea? A good idea? And, what should you say? **Discuss and practice/roleplay.**

If you are going to get help, where should you get help from? **Together, come up with several bullying scenarios. For each scenario, come up with a plan to get help.**



BULLYING VOCABULARY

Judgment: Bullies will sometimes judge another on their appearance or dress.

Silence: Not speaking out; what allows bullying to continue.

Tormenting: Intentionally causing excessive pain or worrying.

Name-Calling: Verbal bullying that involves "put-downs," insults, racial slurs, and other unpleasant names.

Malicious: Intentionally being vicious, causing suffering and harm to others, e.g. "That was a malicious thing to say."

Worry: The emotion we feel when we think we might be bullied again.

Bystander: A classmate or adult who witnesses bullying taking place.

HEALTHY LIVING {social media safety for teens}



SOCIAL MEDIA SAFETY FOR TEENS

NetSmartz.org/TipSheets

THE FOLLOWING CHECKLIST CAN HELP YOU TAKE STEPS TO KEEP YOURSELF SAFER ONLINE.

☐ CHECK YOUR COMMENTS AND IMAGES.

Have you posted anything inappropriate or illegal, like threats, nudity, alcohol, or drugs?

☐ TALK TO YOUR FRIENDS ABOUT WHAT'S OK TO POST.

Agree that you won't post embarrassing or hurtful comments or images of each other. Be clear that you'll delete – or if needed, report – any posts that are inappropriate, illegal, or threatening or could get you in trouble.

☐ REVIEW YOUR ACCOUNT SETTINGS.

Go through each option slowly. Always ask yourself – what is on my profile and who can see it?

☐ KNOW YOUR FRIENDS, CONTACTS, AND FOLLOWERS.

These are the people who can see, share, and comment on what you post so you want to be sure you can trust them. Block and report anyone who makes harassing, threatening, or inappropriate comments.

☐ KEEP AN EYE ON 3RD PARTY APPS.

Some of these apps will give companies access to your personal information. Always read the fine print before deciding to add one.

☐ DON'T FORGET MOBILE.

When you use mobile devices like smartphones and tablets to post something or check in, you could also be sharing your location. Check your settings to make sure you're only sharing what you want to.

☐ REPORT.

You have the right to be safe online. If anyone cyberbullies you, make a report to the website or app. If anyone shares or asks you to share sexual messages or images, make a report to www.CyberTipline.com.

A program of the



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NetSmartz Workshop

For more resources visit NSTEENS.ORG

HALL PASS

[illegible][illegible]

Destination Codes: R=Restroom L=Locker G=Guidance M=Media Center O=Office U=Unexcused E=Excused