

2018-2019 DREXEL R-IV SECONDARY SCHOOL PARENT/STUDENT HANDBOOK



HOME OF THE BOBCATS

Drexel R-IV Junior and Senior High School
207 S. Fourth St.
Drexel, Missouri 64742
TELEPHONE: (816) 619-2287
FAX: (816) 619-2288

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 |
| 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 | Larry Reynolds | Custodians | Darrel Wilson |
| Mathematics | Jessica Boydston | | Steve Hunziker |
| Computers/ Business | Nicole Thurman | | Curtis Reese |
| Business | Debby Axman | Meal | |
| Social Studies | Tim Latham | Programs Director | Lacy Wheeler |
| Social Studies / A+ Coordinator | Kenny Shipps | Bus Contractor | Kevin Gunnels |
| Art | Bradley Rolfs | | |
| FACS / Health | Royalyn Rolfs | | |
| Special Education | Cheyenne Peckman | | |
| PE | Ryan Hoden | | |
| Librarian | Judy Daniel | | |
| K-12 Counselor | Jonathan Stackhouse | | |
| Vocal/Instrumental Music | Jacob Eppel | | |
| Bookkeeper | Kara Smith | | |
| Superintendent's Secretary | Sara Borden | | |
| HS Principal's Secretary | Wanda Wilkins | | |

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 Shipps, 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 Tyler SIS 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.

SCHOOL FIGHT SONG

Fight, fight for Drexel tonight,
we're gonna win, so come on and fight!
Send those _____ home in shame,
add all the glory to Drexel's name!
We'll never falter; we'll never fall.
Drexel High will win over all!
V-I-C-T-O-R-Y spells victory for Drexel High!

MASCOT

Bobcats

SCHOOL COLORS

Black and Gold

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 7:35 a.m. A school sponsor must be present for all groups or individuals in the school buildings before 7:35 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 entrances.

Daily Bell Schedule

| | |
|----------------------------|-------------|
| Doors open: | 7:35 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 |
| 4 th Hour | 10:54-11:48 |
| 7-9 Lunch / 10-12 Cat Time | 11:48-12:14 |
| 10-12 lunch / 7-9 Cat Time | 12:14-12:40 |
| 5 th Hour | 12:44-1:38 |
| 6 th Hour | 1:42-2:36 |
| 7 th Hour | 2:40-3:35 |

Important School Dates

| | | |
|---------------------|---|--|
| August 14 | 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</u> |
| October 12 | End of 1 st Quarter | <u>Monday November 19th, December 18th and April 15</u> |
| October 22 | Parent Teacher Conferences (7-12 grades 12-8pm) | |
| November 15 | 2 nd Qtr Mid-Quarter | |
| November 19 | School in Session | |
| November 21-23 | Thanksgiving Break | |
| December 17 | School in Session | <u>Snow Make-up Days:</u> |
| December 20 | End of 2 nd Quarter/1 st Semester | Jan 21, Feb 18, March 11, April 1, 22, May 6 |
| December 21 – Jan 1 | Winter Break | |
| January 2 | Teacher PD - No Classes | |
| January 3 | Classes Resume/Begin 3 rd Quarter/2 nd Semester | |
| February 5 | 3 rd Qtr Mid-Quarter | |
| March 4-8 | Spring Break | |
| March 15 | End of 3 rd Quarter | |
| April 15 | School In Session | |
| April 16 | 4 th Qtr Midterm | |
| May 8 | Seniors Last Day | |
| May 12 | Graduation | |
| May 17 | End 4 th qtr / 2 nd Sem (Full Day) | |

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, DHS Social Media and 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 online 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 able to remain between the skin and the seat of the chair while sitting. Tights worn under shorts must be of solid material not see through.
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 necklines 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 may be considered sweatpants 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 student's 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 administration 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) undocumented 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, FBLA, 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 upon returning to school 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 letter will be accompanied with a current attendance report that includes dates and times of absences. The student will be required to attend one (1) Wednesday After School Detention (WASD) from 3:35 pm to 4:35 PM.

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 attend two (2) WASD.

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.**

Lunch / CAT Time / Private Dining - 11:48-12:40

- Lunch / CAT Time
 - Schedule
 - 7-9 Lunch 11:48-12:14 7-9 CAT Time 12:14-12:40
 - 10-12 CAT Time 11:48-12:14 10-12 Lunch 12:14-12:40
 - Private Dining 11:48-12:40
- CAT Time (26 mins)
 - CAT Time is to be used:
 - Teachers working with students to help improve concept understanding
 - As as study hall for students to complete homework
 - Students with no grade below a 70%, no tardies, no office referrals may use as a time to relax, visit ,etc...
- Private Dining (52 Mins)
 - Private dining will be used:
 - 7-12 students with missing assignments from the previous week will attend private dining in the art room lab. During this 52 minute period the students will eat and complete the missing assignments from the previous week.
 - A staff member will collect any all 7-12 grade students required to attend private dining during the last five minutes of 4th hour. They will escort the students to get their lunch and their work.
 - Students will remain in the private dining for the week.
 - At the conclusion of the week if the student does not have the missing assignments from the previous week completed, assignments will be graded as is, and the student will serve a Wednesday After School Detention (WASD) the following Wednesday from 3:35-4:35 pm. The student will not be allowed to complete any assignment that were to be completed from the previous week but can work on current work. If a student misses the WASD, they will serve 1 day ISS but will still be required to serve the WASD the following week.
 - Students wishing to get help with work may choose to attend any part of the private dining as needed.

Wednesday After School Detention (WASD)

- This will be taking the place of the Monday Schools. The principal will be the only one that can assign a student to a Wednesday WASD. WASD will be every Wednesday from 3:35-4:35 and will be monitored by a staff member. The principal will notify parents when students are to serve the WASD.
 - Examples of why students would be placed in WASD include but are not limited to:
 - Missing a MELO (see description below) assigned by a classroom teacher.
 - Student will still be required to serve MELO with teacher
 - Missing an ASD assigned by classroom teacher.
 - Student will still be required to serve ASD with teacher.
 - Accumulation of 5th tardy in a quarter.
 - Accumulation of 7th undocumented absence
 - Accumulation of 10th undocumented absence (2 WASD)
 - Students missing a WASD will serve a 1 day ISS in addition to being assigned to another Wednesday WASD.

Mandatory Educational Learning Opportunity (MELO)

- This is to be used by teachers with students who need additional help in completing an assignment.
- These are at the teacher's discretion.
- These are to be assigned for a date and time that works for both the teacher and the students but the student is required to attend.
- This could include but not limited to time before or after school.
 - Students who do not attend the MELO will be assigned a WASD along with still needing to attend the MELO.
 - Missing either then will result in ISS until all consequences have been filled.

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 communication 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. The sponsor will post or inform students as to the time of departure and the approximate time of return.
4. 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.
5. Sponsors will be in charge of the bus trip and its passengers until the bus arrives back at school after the activity.
6. 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.
7. 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.
8. 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 cohorts 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.

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.

Chromebook Rental Fee: A \$20 fee will be charged each year, for each student grades 7-12, for the use of the Chromebook. Sliding scales are offered for families with more than one 7-12 grader. More information is available in the Chromebook handbook.

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

GRADUATION REQUIREMENTS FOR 2018-19

| 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 cumulative grade point average, class rank, or honor roll.

LIBRARY MEDIA CENTER

The Library Media Center (LMC) is a learning laboratory with a collection of books, computers, magazines, digital information, and other materials available for the academic and personal information needs of all users/patrons--students, faculty, and staff. All are assisted in use of library resources through individualized and class instruction as well as professional development for faculty and staff by the library media specialist.

The LMC collection is designed to support patrons at all levels and abilities, engage student interests, recognize diverse cultural backgrounds, and support curriculum-based needs with a variety of subjects in a variety of formats. Materials can be accessed via

- www.drexel.follettdestiny.com
- the school website, www.drexel.k12.mo.us, from the "General Resources" tab, selecting the "Parents & Students" tab, then the "LMC" tab, and finally selecting the "Drexel School Library" in the "Online Resources" grid.
- QR codes posted in the LMC, in classrooms, and on bookmarks.

Patrons may request materials not in the LMC collection through interlibrary loan which is borrowing materials from other libraries.

LMC users assume responsibility for materials at the time of borrowing them and are asked to take good care of materials and return them in a timely manner. The loan/circulation period for students in grades 7- 8 is two (2) weeks, for grades 9-12, it is three (3) weeks. Materials not returned or renewed before the loan period ends will accrue a fine of \$.02 for each school day past the due date. Students are required to pay library fines and return/renew overdue materials before participating in special events. In addition, students who owe large fines or have overdue items will have library borrowing privileges suspended until fees are paid and materials returned. For high school, access to the Tyler Student Information System is suspended at \$10.00. If materials are lost or damaged, patrons are expected to pay the cost of the item.

Patrons receive weekly reminders about overdue materials and outstanding fines and may renew online two times unless an item has been requested by another patron. After two renewals, a patron must come to the LMC or email the media specialist to ask for renewal. Access to a patron's online account is made by going to the "Drexel School Library" portion of the "Online Resources" grid found on the www.drexel.k12.mo.us website or at www.drexel.follettdestiny.com . Patrons can then "Log In" in the upper right hand corner of the screen using their Accelerated Reader (AR) user name and password. Each student's account information can be found in the large blue bar at the top of the screen under the tab "My Info."

The media specialist can assist with questions regarding copyright concerns. Copyright is the legal protection given to authors and other creators/providers of information which protects them against unauthorized copying of their work. Patrons must obey copyright guidelines for all school projects, print and electronic.

An integral part of a student's total educational experience, the LMC welcomes and appreciates suggestions for resources. Hours are 7:35 AM – 4:00 PM on school days.

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, 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% |

Starting with the 2018-19 school year, Drexel Secondary students' (7-12) grades will be calculated by semester, no longer using quarter grade. The grade will represent where the student currently stands for the semester. This will more closely resemble how grades are figured in post secondary education.

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 2018-19 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 CLASSIFICATION

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 90% of the recovery school time, they will be retained. If the student fails 2 or more core classes in both 1st and 2nd semester the student will not be allowed to attend recovery school and 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

- Breakfast / Second Chance Breakfast Price is \$1.50
- 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 from the office or by seeing Mrs. Wheeler. (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. Wheeler 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 Wheeler 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 is 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 Tyler SIS. 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 Tyler SIS under transactions. It is up to the parent to let the child know if they are allowed to purchase seconds. Tyler SIS also allows you to view your child's balance.

Students with balances of negative \$10.00 or more will be served an alternate meal. Also any student with a negative balance cannot purchase seconds/a la carte with cash or lunch card. Students with negative balances will not be allowed to attend special dances such as homecoming / winter formal or prom until negative balances are paid up.

If you have any questions about your child's lunch account please contact Lacey Wheeler 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, packing 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 duffle 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 classroom 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.

After School Detention (ASD) - 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.

Wednesday After School Detention (WASD) - WASD will be every Wednesday from 3:35-4:35 and will be monitored by a staff member. The principal will be the only one that can assign a student to a WASD and will notify parents when students are to serve the WASD.

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.

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 paren
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 are not to have their cell phones out during class time. Teacher may allow cell phones out during specified times per that specific class period.
- 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.
 - a. **First Offense:** Up to 1 day ISS LOP
 - b. **Second Offense:** 1-3 days ISS LOP
 - c. **Third Offense:** 1 day OSS, LOP
17. **Extortion:** Threatening or intimidating any student for the purpose of obtaining money or anything of value.
 - a. **First and Second offense:** Up to 10 days out-of-school suspension for each offense and documentation in the student's discipline record.
 - b. **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.
 - a. **First Offense:** 10 day OSS (May accelerate to 2nd Offense), contact authorities and restitution will be paid.
 - b. **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.
 - a. **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.
 - b. **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.
 - a. **First Offense:** 3 days ISS and/or LOP
 - b. **Second Offense:** 3 days OSS and/or LOP
22. **Fireworks, smoke bombs, bottle rockets, water related pranks, incendiary devices, streaking/departing, 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 unwelcome 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.
- First Offense:** Up to 3 day ISS
 - Second Offense:** Up to 3 days OSS; parent notification
 - 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.
- 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).
- Any 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
 - Subsequent Offenses:** 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.
- 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.
 - 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.
- Third tardy:** Conference with the principal
 - Fifth tardy:** 1 WASD
 - Seventh tardy:** 1 Day ISS
 - 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.
- Any Offense:** Up to 10 days OSS, LOP, Guidance counselor intervention, may 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.
- 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.
 - Second Offense:** Up to 5 days OSS, LOP, documentation in the student's discipline record.
 - Third Offense:** Up to 10 days OSS, LOP, documentation in the student's discipline record.
 - Fourth Offense:** 10 days OSS, LOP, documentation in the student's discipline record.
41. **Tuancy:** Absent from school or class without knowledge and consent of parent/guardian, administrator, or classroom teacher.
- First Offense:** 1 day ISS, and/or LOP, Loss of credit for class periods missed
 - Second Offense:** Up to 3 days OSS, LOP, Loss of credit for class periods missed
 - Third Offense:** Up to 5 days OSS, 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.
- First Offense:** Up to 5 days OSS, LOP, appropriate authorities will be contacted
 - Second Offense:** 5-10 days OSS, LOP, appropriate authorities will be contacted
 - 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)
- First Offense:** Up to 10 days OSS, LOP, restitution, law enforcement contacted
 - 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)
- First Offense:** Up to 1 day ISS, clean area, LOP
 - Second Offense:** 2-4 days ISS clean area, LOP
 - Third Offense:** 3-5 days ISS, clean area, LOP
 - 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.
- First Offense:** Up to 3 days ISS; LOP
 - Second Offense:** Up to 5 days OSS; LOP
 - 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 and 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,
 - 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)

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 you 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 extracurricular 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 you 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 you 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 RIV, 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.

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.

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.

PUBLIC NOTIFICATION

The Drexel R-IV School District strives to recruit, retain, and support teachers who have met state qualifications and licensing criteria for grade levels and subject areas in which the teacher provides instruction. 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 Education Coordinator may be contacted at 816-619-2287 or via email at jstackhouse@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 Ms. Apple at 816-619-2287 or via email at capple@drexelbobcats.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** (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.

Our district is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

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

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

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

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

Thank you for your assistance and support in all the educational programs offered at the Drexel R-IV Schools.

Respectfully,

Mr. Terry Mayfield
Superintendent of Schools

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

DREXEL R-IV SCHOOL TECHNOLOGY ACCEPTABLE USE GUIDELINES FOR STUDENTS

Drexel R-IV School District

Sam Oram
Technology Director
207 S 4th Street
Drexel, MO 64742

Phone 816-657-4715

July 2018

Welcome Parents!

The Drexel R-IV School district is excited to be heading in its second school year being 1:1. Students and teachers will be able to utilize endless resources to enhance their learning with this technology.

Enclosed in this packet is a copy of the Chromebook Handbook Policy as well as the Acceptable Use Policy. You and your student will need to read through all of the information enclosed and then sign and return the following documents with a \$20 technology fee per student.

Digitally Accept:

1. Policy Handbook and Student Pledge
2. Chromebook Technology Agreement
3. Drexel R-IV Technology Acceptable Use Policy

Please submit to Wanda Wilkins:

1. \$20 technology fee (Must be paid before Chromebooks will be distributed 7-12 ONLY)

Your student may opt out of this opportunity of using Drexel R-IV Chromebook and bring their own device, however they will still be required to abide by all rules and guidelines for electronic use set by the district. If your child opts to do this, then only the Drexel R-IV Acceptable Use Policy form needs to be returned.

Information is posted on the district website: <http://www.drexel.k12.mo.us/>

We are thrilled to provide this opportunity to our students! Please do not hesitate to call if you have any questions.

Sincerely,
Sam Oram

Drexel R-IV School District

Chromebook Policy Handbook

The policies, procedures, and information within this document apply to all Chromebooks used at Drexel R-IV School District by students, staff, or guests including any other device considered by the Administration to fall under this policy.

Teachers may set additional requirements for Chromebook use in their classrooms.

Receiving Your Chromebook

Students grade 7- 12 will be allowed to take their Chromebooks home each day, after their Yearly Technology Fee has been collected. Students in grades 3-6 will keep their devices at school with their teachers. Chromebooks will be distributed during Technology Orientation Night upon the collection of the yearly technology fee. Students who currently have outstanding balances, fines, or fees will not be issued a Chromebook until the debts have been resolved. Parents and Students must sign and return the Chromebook Policy Sign-off and Student Pledge document before the Chromebook can be issued to their child. This document will need to be signed and returned during student registration.

Yearly Technology Fee:

Drexel R-IV School District requires that a technology fee be paid prior to deployment of the Chromebook to your child (7-12). The yearly fee will be \$20 per device and must be paid during the student registration (Students may bring the fee to the office following registration). There will be a sliding scale for multiple children in the district. This fee is for Chromebook usage and accidental damage to the device. If you are unable to pay the fee, your child will be allowed to check out a Chromebook device daily during the school day only.

Yearly Fee Sliding Scale (7-12)

| 1 Child | 2 Children | 3 Children | 4 or more Children |
|---------|------------|------------|--------------------|
| \$20 | \$40 | \$50 | \$60 |

Training:

Students will be trained on how to use the Chromebook by their teachers. Students are also encouraged to practice appropriate skills at home to maximize use of the device.

Return:

Student Chromebooks and accessories (charger and carrying case) will be collected at the end of each school year for maintenance and examined for damages. Students will retain their original Chromebook each year when possible.

Any student who no longer attends Drexel R-IV will be required to return their Chromebook and accessories. If a Chromebook and accessories are not returned, the parent/guardian will be held responsible for payment in full. If payment is not received, the parent/guardian will be turned over to a collection agency and reported as stolen property of Drexel R-IV.

Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook issued by the school.

Chromebooks that are broken or fail to work properly must be taken to the library. If a loaner Chromebook is needed, one may be issued to the student until their Chromebook can be repaired or replaced.

General Precautions:

- o Food or drink is not recommended near your Chromebook
- o Cords, cables, and removable storage devices must be inserted carefully into Chromebook case.
- o Students should never carry their Chromebook while the screen is open.
- o Chromebooks should be shut down when not in use to conserve battery life.
- o Chromebooks should never be shoved into a locker or wedged into a bookbag as this may break the screen.
- o Do not expose your Chromebook to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.
- o Always bring your Chromebook to room temperatures prior to turning it on.

Carrying the Chromebook:

The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Students must carry the

Chromebook in the case provided by Drexel R-IV School District. This case is only for the Chromebook.

Screen Care:

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure.

- o Do not lean on top of the Chromebook.
- o Do not place anything near the Chromebook that could put pressure on the screen.
- o Do not place anything in the carrying case that will press against the cover.
- o Do not poke and press the screen.
- o Do not place anything on the keyboard before closing the lid.
- o Clean the screen with a soft, dry anti- static or micro-fiber cloth. Do NOT use window cleaner or any type of liquid or water on the Chromebook. You can purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen.

Using Your Chromebook:

At School:

The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules will be accessed using the Chromebooks. Students are responsible for bringing their charged Chromebook to all classes, unless specifically advised not to do so by an individual teacher.

At Home:

All students who have paid their TECH FEE are encouraged to take their Chromebook home each night throughout the school year for charging (7-12). Chromebooks must be brought to school each day in a fully charged state. Alternate assignments or disciplinary actions may result when Chromebooks are not being brought to school or charged for a prolonged amount of time. Students need to charge their Chromebooks each evening. The school will NOT provide extra cords to charge and cannot guarantee time to charge in class. If fully charged at home, the battery should last throughout the day.

Sound:

Sounds must be muted at all times unless permission is obtained from the teacher for instructional purposes.

Printing:

At School: Printing functionality will be available on a limited basis at school and subject to classroom requirements. Printing will be allowed in labs or library as needed. Teachers will utilize digital copies in most instances.

At Home: The Chromebook will not support a physical printer connection. Instead, users may print to their home printers using the Google Cloud Print service. A wireless home network is required for this. <http://google.com/cloudprint>

Managing Your Files and Saving Your Work:

Students may save documents to their Google Drive, or they may save to a clean external memory device such as a mini SD or USB Flash drives. Saving to Google Drive will make the file accessible from any computer or device with internet access. It will be the responsibility of the student to maintain the integrity of their files and to keep proper backups. Students will be trained on proper file management procedures.

Originally Installed Software:

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted. The software originally installed on the Chromebook must remain on the Chromebook in usable conditions and be easily accessible at all times.

From time to time the school may add software or apps for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the end of the school year as well.

Additional Software:

Students are prohibited from installing additional software on their Chromebook, unless instructed by their teacher or administration.

Virus Protection:

Virus protection is unnecessary on the Chromebook due to the unique nature of its design and OS.

Inspection:

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school. Inappropriate use or content will be subject to disciplinary action.

Procedure for Restoring Chrome OS:

If technical difficulties occur, the device may be restored to the factory settings. All data saved and synced on Google Drive will be intact after the factory reset.

Chromebooks must remain free of any decorative writing, drawings, stickers, paint, tape, or labels that are not property of the Drexel R-IV School District. Spot checks for compliance will be done by the administrator team or Drexel R-IV faculty at any time.

Students may add appropriate music, photos, and videos to their Chromebook with permission from the teachers. Personalized media are subject to inspection and must follow the Drexel R-IV School District Acceptable Use Policy.

Protecting & Storing Your Chromebook:

Chromebook Identification:

Chromebooks will be labeled in the manner specified by the school district. Chromebooks can be identified in the following ways:

- Record of serial number and Drexel R-IV asset tag
- Individual Google Account Username

Under no circumstance are students to modify, remove, or destroy ID labels.

Storing Your Chromebook:

When students are not monitoring their Chromebooks, it should be stored in their lockers with the locked securely fastened. Nothing should be placed on top of the Chromebook, when stored in the locker. Students that have paid their tech fee need to take their Chromebook home with them every night. The Chromebook is not to be stored in lockers or anywhere else at school outside of school hours. The Chromebook should be fully charged each night at the student's home. Chromebooks should never be stored in a vehicle for an extended period of time, especially during times of extreme temperatures. Do not leave them lying in the locker rooms!

Storing Chromebooks at Extracurricular Events:

Students are responsible for securely storing their Chromebooks during extra-curricular events. A locked locker is suggested for storage.

Chromebooks Left Unsupervised/ Unsecured Areas:

Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include: the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, hallways, bathrooms, extra-curricular bus, in a car, or any other entity that is not securely locked or in which there is not supervision.

Unsupervised Chromebooks will be confiscated by staff and taken to the Principal's office. Disciplinary action may be taken for leaving a Chromebook in an unsupervised location.

Repairing or Replacing Your Chromebook:

Chromebooks Undergoing Repair:

Loaner Chromebooks may be issued to students who have paid the cost of the repair when they leave their Chromebook for repair at the Library Media Center.

If repair is needed due to malicious damage, the school will refuse to provide a loaner Chromebook, unless full replacement cost has been rendered prior.

Repaired Chromebooks will end up with the original factory images as first received. It is important that students keep their school data synced to the cloud drive so documents and data will not be lost.

Students and parents will be charged for Chromebook damage that is a result of misuse or abusive handling.

Lenovo Warranty:

This product has a three year limited warranty which includes a warranty upgrade. This product is entitled to parts and labor and to Depot support. This machine is also entitled to Accidental Damage Protection Service

Accidental Damage or Loss Prevention:

As part of the 1:1 Chromebook initiative, the Drexel R-IV School District is requiring a tech fee prior to deployment of the Chromebook to your child. The fee will cover accidental damage or loss due to an act of nature. The Drexel R-IV School District will require that a police report be submitted in case of theft. Fraudulent reporting of theft will be turned over to the police for persecution. A student making a false report will also be subjected to disciplinary action as outlined by the school discipline code.

This tech fee does not cover loss of the Chromebook and/or its accessories, cosmetic damage, or damages caused by misuse or abuse. Drexel R-IV School District will assess Chromebook damages and repair or replace the device if the damage is determined to be within the protection guidelines. Parents/students will be charged for full replacement cost of a device that has been damaged due to intentional misuse or loss.

Chromebook Device Fee

Drexel R-IV School District requires that a technology fee be paid prior to the deployment of the Chromebook to your child. The fee is \$20 yearly for each Chromebook. In the event that a Chromebook is damaged due to misuse, abuse, or neglect, the student may be charged and additional repair fee; as is reflected in the table below.

If a student withdraws from Drexel R-IV School District and then re-enrolls later in the current year, the prior fee paid at the student’s initial registration will be reinstated along with the number of claims made prior to the withdrawal.

| Annual Technology Fee Due at Registration | First Repair | Second Repair | Third Repair |
|--|---------------------|----------------------|---------------------|
| \$20 per device | Up to \$50 | Up to \$100 | Up to \$235 |

Lost or Intentionally Damaged Device and Accessories:

A Chromebook or any of its accessories that are lost (whereabouts unknown) or intentionally damaged is the responsibility of the student and parent involved in the loss of the property. It will be the discretion of Drexel-RIV administration to determine fault. The user will not be given another device or accessory to use until the replacement cost of the lost/damaged device or accessory is paid to the school.

Estimated Costs of Repairs: (Subject to Change)

- Replacement of the Chromebook (\$235 for devices purchased by Drexel R-IV)
- AC Adapter & Power Cord- \$30
- Battery- \$98
- Protection Case- \$20
- Screen Replacement- \$50
- Top Cover- \$23
- Screen Bezel- \$29
- Keyboard- \$40
- Bottom Case- \$27
- Power Ports- \$12
- LCD Video Cable- \$27

Chromebook Technical Support:

The Tech Office will be the point of contact for repair of the Chromebooks.

- Password ID
- User Account Support
- Coordination of warranty repair
- Distribution of loaner Chromebooks
- Operating System or software support
- Restoring Chromebook to factory default
- System software updates
- Hardware maintenance and repair

Technology Acceptable Use:

General Guidelines:

- Students will have access to forms of media and communication which is in support of education and research and in support of educational goals and objectives at Drexel R-IV School District. Access to media and communication beyond these specific uses will not be supported or allowed.
- Students are responsible for their ethical and educational use of the technology resources of the Drexel R-IV School District.
- Access to the Drexel R-IV School District technology is a privilege and not a right. Each employee, student, and/or parent will be required to follow the rules of the District's Acceptable Use Policy. Violations of these rules will result in the loss of privileges as well as other disciplinary actions defined by the Drexel R-IV Acceptable Use Policy, Plan of Discipline, or other set policies.
- Recognizing that it is impossible to define every instances of acceptable and unacceptable use, it will be at the discretion of the network administrator and/or school administration to use judgement as to what is acceptable in any undefined instances that may arise.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt alter data, the configuration of a computer, or the files of another user, without the consent of the of the individual, school administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with school discipline policy.
- All users of the district's technology resources and/or school network must sign the district Acceptable Use Policy and abide by the rules defined in the district's Acceptable Use Policy. This is in addition to the rules and policies that this document (Drexel R-IV School District Chromebook Policy) contains.

Privacy and Safety:

- o Do not go into any chat rooms other than those set up by your teacher or mandated in other distance education courses.
- o Do not open, use, or change computer files that do not belong to you.
- o Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or other people's passwords.
- o Remember that networks storage is not guaranteed to be private or confidential. District Administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the district's Acceptable Use Policy.
- o If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. This is not a request, but a responsibility.
- o Parents are encouraged to monitor their child's internet activity and internet usage periodically.

Legal Propriety:

- o All students and staff must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the network administrator if you are in compliance with the law.
- o Plagiarism is a violation of the Drexel R-IV School District discipline code. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

Email:

- o Students in need of email for academic reasons will only be allowed email access through an address assigned by the district. This email access will be through Google Gmail system managed by the Drexel R-IV School District. The interfaced is heavily monitored by the district network administrators and is subject to filtering of inappropriate content.
- o Always use appropriate language.
- o Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- o Do not send mass emails, chain letters, or spam.
- o Do not use email or any other electronic messaging system to engage in harassment or cyberbullying.
- o No private chatting during class without permission is allowed.
- o Email is subject to inspection at any time by school administration.

Consequences:

- o Students will be responsible for accounts and/or computer hardware issued to them. Non-compliance with the policies of the Chromebook Policy Handbook or the Drexel R-IV

Acceptable Use Policy will result in disciplinary action as outlined by the discipline code and/or other school policies for the user.

o Email, network usage, and all stored files shall not be considered confidential and may be monitored at any time by the network administrator or other school administrators to ensure appropriate use. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.

(Digitally Accepted by Parent)

Drexel R-IV School District Chromebook Policy Handbook and Student Pledge

- o I will take good care of my Chromebook and know that I may be issued the same Chromebook each year.
- o I will never leave my Chromebook unattended in an unsecured or unsupervised location.
- o I will never loan out my Chromebook to other individuals.
- o I will know where my Chromebook is at all times.
- o I will charge my Chromebook battery to full capacity each night and bring it to school daily.
- o I will keep food and beverages away from my Chromebook since they may cause damage to the device.
- o I will not disassemble any part of my Chromebook or attempt any repairs without a teacher present and given permission.
- o I will protect my Chromebook by always carrying it in a secure manner to avoid damage.
- o I will use my Chromebook in ways that are appropriate for education.
- o I will not place decorations (stickers, markers, writing, etc.) on the Chromebook.
- o I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of Drexel R-IV School District.
- o I have read and will follow the policies outlined in the Chromebook Policy Handbook and the District Acceptable Use Policy while at school and outside of school as well.
- o I will file a police report in case of theft or damage caused by fire.
- o I will be responsible for all damages or loss caused by neglect or abuse.
- o I agree to pay the full replacement cost of my Chromebook, power cord/charger, and bag & ID tag in the event that any of these items are lost or intentionally damaged.
- o I agree to return the Chromebook, power cord/charger, ID tag and carrying bag in good working condition at the end of each school year.

(Digitally Accepted by Parent)

Student/Parent Chromebook Use Agreement

In this agreement, “Chromebook” means Lenovo N22 Chromebook and all its components, software, battery, charger, and accessories (bag, pouch, ID tag, straps).

(Digitally Accepted by Parent)

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| P: | Terms: <ul style="list-style-type: none">· You agree to pay \$20 yearly device insurance.· You will comply at all times with the Drexel R-IV School District’s Chromebook Policy Handbook and its guidelines as well as the Drexel R-IV Technology Acceptable Use Policy. Any failure to comply may terminate your rights of possession effective immediately and the school may repossess the property. Chromebooks are assigned to a single individual and are not to be shared. |
| P: | Title: <ul style="list-style-type: none">· Legal title to the Chromebook is to Drexel R-IV School District, and it shall remain in the School District. The student’s right of possession and use is limited to and conditioned upon full and complete compliance with their Agreement and the Chromebook Policy Handbook. |
| P: | Loss or Damage: <ul style="list-style-type: none">· If the property is accidentally damaged or incurs loss due to an act of nature, Drexel School District will assess the Chromebook damage and repair or replace the device under the accidental loss or damage policy. If the property is stolen, a police report must be filed by the student or student’s parents or guardians involved in the loss or property. Loss or theft of the property must be reported to the school by the next school day after the occurrence. Fraudulent reporting of theft will be turned over to the police for prosecution. |

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| <p>P:</p> <p>S:</p> | <p>Repossession:</p> <ul style="list-style-type: none"> · Students not complying with all terms of this Agreement and the Chromebook Policy Handbook, including the timely return of the property, will be declared to be in default, and authorities may be sent to your place of residence or other location of the Chromebook to take possession. |
| <p>P:</p> <p>S:</p> | <p>Term of Agreement:</p> <ul style="list-style-type: none"> · Your right to use and possession of the property terminates no later than the last day of classes during the school year unless earlier terminated by the School District or upon student withdrawal from Drexel R-IV School District. |
| <p>P:</p> <p>S:</p> | <p>Appropriation and Payment of Fees & Fines:</p> <ul style="list-style-type: none"> · Your failure to timely return the property and the continued use of it for non-school purposes without the school's consent will be considered unlawful appropriation of school property, and you will be turned into collections for the full replacement cost of the device, charger, and bag. · All fees and fines must be paid on a yearly basis on or prior to the registration date. |

**Drexel R-IV School District
Technology Handbook**

Chromebook Policy Handbook
Technology Acceptable Use Policy
Chromebook Policy Pledge and Student Agreement
Parent Chromebook Usage Agreement

July 2018
