TABLE OF CONTENTS

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grade: \_\_\_\_\_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DREXEL ELEMENTARY

Student Handbook

2017-2018

Drexel R-IV Elementary School

###### Mission/Vision/Philosophy/Daily Schedule 2

###### District Calendar/Faculty and Staff/Admission 3

###### Meals/Seconds/Student Records/School Safety 4

###### Dismissal Procedures/Inclement/Dress Code/Attendance/Absences/Conferences 5

###### Visitors and Parties/Honor Awards/Grading Scale/LMC/Drills 6

###### Nurse Notes/Screening/Lockers/Miscellaneous 7

###### DART/Bus Rules/Special Programs 8

###### Parent’s Rights for Children with Special Needs/Reading and Retention Law/Grievance Procedures 9

###### Required Nondiscrimination Notice/Required Public Notices 10-11

###### 

###### Family Educational Rights and Privacy Act (FERPA)/Required Notice Complaint Resolution Procedures 11-13

**Discipline Guide 14-20**

**MISSION STATEMENT**

It is the mission of the Drexel Public Schools to recognize its students as special, unique individuals, and to provide them the opportunity to fully develop their mental and physical capabilities, to realize their worth as individuals, and to become productive members of a democratic society.

**DISTRICT 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, administration, and staff that one of the fundamental rights of each individual is the right to equal access to educational opportunities 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 will be individuals who are adequately prepared to enter the next level of their life, whether it is the work market or college. In order to achieve the district philosophy, 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 aesthetic appreciation in order to understand and acquire knowledge and fundamental intellectual processes.

\* Each individual will have the opportunity to develop knowledge, understanding, and 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 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 significance of work, occupational exploration to education, and adult occupational education.

## **DAILY SCHEDULE**

7:35 -----------------Breakfast/Enter the gym

8:00 -----------------Classes Begin

11:18-11:44 -------Grades K-3 Lunch

12:15-12:38 -------Grades 4-6 Lunch

3:35------------------School Dismisses

Students should NOT plan to arrive prior to 7:40 a.m. A school sponsor must be present for all groups or individuals in the school buildings before 7:40 a.m. or after 3:35 p.m. The school district is not responsible for student supervision outside of these times. All elementary students will enter/exit the building at the south entrance.

## **SCHOOL CALENDAR**

## **Remember school is in session Tuesday-Friday. School will only be in session on Monday a few days this year.**

August 15 First day of school

September 1 School Picture Day

September 1st Quarter Midterm

October 17 End of 1st Quarter

October 20 Picture Retakes

Snow Make-up Days: January 15, February 19, April 16, April 30, May 7, May 14

Monday dates school is in session: November 20 and December 18

October 23 Parent Teacher Conferences

November 2nd Quarter Midterm

November 20 **School is in session this Monday**

November 22-24 Thanksgiving Break

December 18 **School is in session this Monday**

December 20 End of 2nd Quarter/1st Semester

December 21 – Jan 2 Christmas Break

January 3 Teacher PD - No Classes

January 5 Classes Resume/Begin 3rd Quarter/2nd Semester

February 3rd Quarter Midterm

March 9 End of 3rd Quarter

March 7 Spring Pictures

March 27-30 Spring Break

April 4th Quarter Midterm

May 18 End 4th Quarter / 2nd Semester

## **DREXEL R-IV FACULTY AND STAFF**

### Superintendent Terry Mayfield

### Secondary Principal Dennis Bolton

### Elementary Principal Laurie Jacklovich

Preschool Tiffany Richmond

Kindergarten Jenny Wheeler

1st Grade Lori Reed

1st Grade Jill Marks

2nd Grade Eliza Konrade

3rd Grade Julia Barbarick

4th Grade Kelly Sims

4th Grade Meka Bauer

5th Grade Brenda Meerkatz

6th Grade Dea Ann Ackermann

Special Education Director Cindy Apple

And Federal Programs Director

K-6 Special Education Elaine Hamilton

Title I Pam Bolton

Librarian Judy Daniel

K-12 Counselor Melissa Oram

Vocal/Instrumental Music Grant Fischer

Art Brad Rolfs

Computers Nichole Thurman

Elementary PE Phillip Dean

Bookkeeper Kara Smith

Superintendent’s Secretary Sara Borden

High School Secretary Kelly Lacy

Elementary Secretary Kristie Musick

School Nurse Darrah Munter

Director of Food Service Janice Russell

Meal Program Coordinator Lacey Gunnels

Technology Coordinator Sam Oram

Building and Grounds Bradford Wine

Steve Hunziker

Darrel Wilson

Curtis Reese

Bus Contractor Kevin Gunnels

**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.

**ADMISSION**

## Documents that are required for all students:  Immunization records have to be on file before the student can attend, birth certificates must be provided within 90 days of enrollment, and if address has changed a current (90 days or less) proof of residence must be provided within 30 days of enrollment.

## New Students are enrolled in Drexel Elementary when records from the sending school indicate the child meets regulations for entrance. In addition to the sending school documentation, parents, families or legal guardians must fill out Drexel enrollment forms. Students seeking admission to Drexel Elementary must be residing with their legal guardian within the Drexel School District. This does not apply to students over the age of 18.

Non-resident students may enroll in Drexel Elementary 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.

# SCHOOL MEAL PRICES

Breakfast Prices: $1.50 Grades K-12

Lunch Prices: $1.85 Grades K-6

Extra Milk: 40 cents per carton

\*\*Prices are subject to change.\*\*

## Parents/Guardians/Students all are encouraged to fill out application for Free/Reduced meals. Forms can be requested and/or will be included in enrollment packets.

* 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 Ms. Lacey 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 Ms. Lacey to put into their lunch account. The money should be place in an envelope with your name, grade, and monetary amount written on the front.

PURCHASING SECONDS

Students who would like to purchase seconds must have purchase 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 al a carte items.

How Do Students Purchase Seconds or Al A 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 reduce lunches can purchase Seconds/Al a carte as well, but it will be at regular price and not a free or reduced price. Seconds and al a carte are a privilege and is not something required by the state to do. There are some days where seconds/ al a carte will not be available.

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

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

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

## **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.

## **SCHOOL SAFETY**

In order to assure all children arrive to school safely, the district enforces the following school safety rules.

**ARRIVAL**

* Students walking or riding bikes to school should be on the sidewalk within one block of school in any direction. If students are walking on these sidewalks, bikers should dismount and walk their bikes.
* All elementary students walking or riding bikes will use the southwest crosswalk in the morning and at the end of school.
* If you are walking your child into the building or walking in to pick them up you must park in the parking space provided on the paved surface. The south parking lot is designated for staff parking.
* If you are dropping off your child at the curb, use the paved circle drive. Have students ready to leave the car quickly and exit the car on the right side (closest to the curb). This will allow students to safely exit their car and allow a quick drop off procedure for students to school.

**DEPARTURE**

* Car riders can be picked up at the curb using a valet service provided by staff.
* Parents who wish to walk their child to the car will need to park in the parking spaces provided on the paved surface and can meet outside the school at the south entrance doors. Please do not park next to the curb, this area will be designated for student valet services.

**STUDENT DISMISSAL PRECAUTIONS /PROCEDURES**

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

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

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

Additional precautions may be taken by the school administration, appropriate to the age of the students and as needs arise. Parents shall provide documentation concerning parental rights, including divorce decrees and restraining orders, if applicable.

**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 cancelations. Additionally, the Kansas City TV stations will be notified through a regional cancellation network. No announcement indicates school will be in session. Parents or students should not call/text teachers and administrators.

## **STUDENT DRESS CODE**

The following guidelines for student dress are implemented to create a positive learning environment where all children have an equal opportunity to learn.

## The following guidelines have been established for student dress:

* Clothing/grooming will be clean and keep with health, sanitary and safety requirements.
* All students will wear appropriate footwear (no house slippers or platform shoes).
* Dress and grooming will not disrupt the teaching/learning process or cause undue attention to an individual student.
* Hair colors / haircuts that are distracting to the educational process are not allowed.
* Clothing which promotes alcohol/tobacco/drugs products or obscene material is not permitted.
* Clothing which is overly revealing is not permitted (underwear-boxers should not be visible, spaghetti strap shirts are prohibited, no bare midriffs).
* Hats/caps/bandanas/ may not be worn in the building, hoodies will be off students head while inside the building.
* Students grades Kindergarten through third grade will have physical education EVERY day. Students need to bring a change of shoes if they are not wearing tennis shoes. Students will have to sit out and not earn their daily points if they do not have appropriate foot-wear for physical education. You may choose to send a pair of shoes to school for PE for your child to have access to for daily PE class.
* Jewelry including necklaces, hoop earrings, spikes, or stud earrings will be removed prior to physical education and/or recess if it appears to be a hazard to themselves or others.

## **ATTENDANCE GUIDELINES**

## Regular school attendance is necessary for students to be successful academically.

It is the joint responsibility of students and parents to maintain good school attendance.

* Parents of students grades K-6 are required to call the Elementary office (619-2486) or e-mail Kristie Musick at [kmusick@drexelbobcats.net](mailto:kmusick@drexelbobcats.net) between 7:30 AM and 9:00 AM if a student is absent.
* If the school has not been notified of a student's whereabouts on the day of an absence, the school will attempt to notify parents by phone after 9:00 AM.
* Students are expected to complete all class work missed during any absence.
* Students are allowed 1 day to complete work per day absent.
* K-6 students returning to school during the school day must report to the Elementary office before reentering the classroom.
* K-6 students leaving school grounds during the school day must first report to the Elementary office with a parent/guardian to sign them out.
* If possible, please schedule all appointments (doctor, dentist, etc.) for after school hours or on Monday when school is not in session. Parents/Students are encouraged to notify their teachers and obtaining assignments before any scheduled absence. Also, please **provide a note from the physician to the office after each visit if school is missed for illness or appointment**.

**EXCESSIVE ABSENCE**

When a student accumulates the **fifth absence** of any type in any semester, the parents or guardian will receive a letter and/or phone call 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 absence** of any type in any semester, the student and administrator may meet to discuss and address the attendance issue.

When the student accumulates the **tenth absence** of any type in any semester, the parents or guardian will receive a certified mailed letter and will be asked to schedule a conference with the building administrator to address the attendance problem. The letter will be accompanied with a current attendance report that includes dates and times of absences. Documented illnesses and special circumstances may result in a waiver of this conference with the principal.

On the **fifteenth absence** of any type in any semester, without any type of physician’s documents, the parents or guardian will receive a certified mailed letter informing them of the school's responsibility to contact the Children’s Division (CD) of the Department of Social Services, local law enforcement and appropriate juvenile services.

The district will contact the CD or the local prosecutor in cases where the district has a reasonable suspicion that a student's lack of attendance constitutes educational neglect on the part of the parents or that parents are in violation of the compulsory attendance law. No such action will be taken unless other strategies and interventions have been implemented and proven ineffective.

**PARENT-TEACHER CONFERENCES**

Parent-teacher conferences are an essential part of a child’s academic life. All parents will be asked to schedule a time to meet with their child’s teacher. Parents are strongly encouraged to attend conferences. In addition to the regularly scheduled conferences, parents are encouraged to contact their child’s teacher and arrange for a conference if there are concerns about their child’s academic or behavioral progress.

**VISITORS/CLASSROOM PARTIES**

To insure that your child has the best opportunity in the classroom we want to minimize the number of interruptions. Teaching time needs to be protected. If you have any items that need to be delivered to the classroom, please stop by the office and one of the office staff will make the delivery. Classroom visits/parties will be limited to one (1) hour per day. As a courtesy, please call and schedule visits and/or parties with your student’s teacher. To support optimum learning and special events within the classroom, please leave other siblings at home. For your child’s safety, the district requires that all guests check in at the central and/or elementary office and receive a visitor’s badge before visiting classroom areas.

## **HONOR ROLL AND ATTENDANCE RECOGNIZITION**

Principal's Honor Roll ----------- (No grade below 90% including specials)

Honor Roll ------------------------ (No grade below 80% including specials)

Honor Roll will be reported each quarter and semester.

# Quarterly Perfect Attendance: children who attend every day during school hours (8:00-3:35) will receive quarterly perfect attendance recognition.

## Yearly Perfect Attendance: awards are for children who have no absences or tardies during the school day (8:00-3:35) for the entire school year.

**GRADING SCALE**

K-2nd grade

E+ 100

E 99-95%

E- 94-90%

S+ 89-87%

S 86-83%

S- 83-80%

N+ 79-77%

N 76-73%

N- 72-70%

U 69-0%

3rd -6th grade

A 100-95%

A- 94-90%

B+ 89-87%

B 86-83%

B- 83-80%

C+ 79-77%

C 76-73%

C- 72-70%

D+ 69-67%

D 66-63%

D- 62-60%

F 59-0%

## **LIBRARY MEDIA CENTER INFORMATION**

## The Library Media Center resources exist to help meet the curricular objectives of the Drexel R-IV School District. In addition to these objectives, the LMC exists to foster a child’s desire to read, to encourage literacy, and to create a lifetime of reading enjoyment. Books, periodicals, audiovisual materials, and equipment are available to students, faculty, and community members.

## Most library books are labeled with Accelerated Reader labels. These labels indicate the independent reading level of the books making it easy for a child to find a “just-right” book. After reading the book, a child can take a computer format comprehension quiz. Leveled books are a central component of the district’s approach to reading. To check to see if a book has been leveled and/or has a quiz visit www.arbookfind.com

Loan Periods:

* Grades K-8: Two weeks and overnight for current magazines
* Grades K-6: Circulation of library materials will be limited to three (3) items per students.

The limit may be excused per teacher request for special projects.

Late Fines for Library Materials: 2¢ per day books/materials, 5¢ per day overnight materials. Kindergarten isn’t charged fines.

Lost Books/Materials: Payment for lost or damaged/unusable materials will be the purchase price. Lost or damaged Interlibrary Loan materials will be the cost charged by the loaning library.

Overdue Materials and Fines: Children who forget to return their library books or have fines in excess of $2.00 will lose the privilege of checking out material until the situation is resolved. Students may also lose the right to attend special activities including field trips and field day if they have overdue materials and/or excessive fines. Grades and transcripts may be held for students who have overdue materials or unpaid fines at the conclusion of the school year.

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*

**NURSES NOTES**

**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.

**MEDICATION**

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 conditions (such as vision, hearing, dental, scoliosis, speech/language, behavioral, and academic) 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 throughout the year.  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.

**STUDENT LOCKERS**

Students in grades 4-6 will have assigned lockers.

Students are allowed only one locker.

Lockers should be kept clean and orderly.

Students should not use masking tape or stickers on their locker. Students will be required to clean off their lockers at end of year.

Nothing should be placed on top of 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.

## **MISCELLANEOUS INFORMATION**

Classroom Snacks: Many Elementary classrooms allow snacks, if you are sending a snack it needs to be a healthy snack i.e. fruit, carrot sticks, granola bar, pretzels, water. No chips, pop, juice drinks, cookies, etc.

Telephones: In emergency situations students can be allowed to use office phones with permission from the office staff.

Vending Machines: Vending machines are for Junior High and High School use only, elementary students may not use them.

Supervision Before/After School: Students must be supervised by a staff member if they are in the building before 7:40 AM or after 3:35 PM. Students will be asked to leave the building if they are not under direct supervision.

## Extra-Curricular Events: K-6 students attending athletic events at Drexel should attend with their families and be under direct supervision. The playground is off limits during extra-curricular events.

Change of Regular Routine: If your child’s normal after school schedule is going to be different please supply the information to the classroom teacher with a written note, message in their planner, or email.

Handing out Invitations: If a child is sending out invitations at school for any social event (birthday party), all classmates need to be included, otherwise they cannot be distributed at school.

Students with Fines: Students who have unpaid bills, fines, or missing school equipment/property will not be permitted to attend special events ie: field trips, field day, assemblies, dances and will have PowerSchool access suspended until such obligation/restitution have been satisfied.

DART: DART is an afterschool reading motivation and author awareness project for Drexel R-IV School students in grades 4, 5, and 6. The purpose is to provide students with time after school to read, listen to oral reading, select reading materials, share reading experiences, and become acquainted with authors and their works. The project culminates with a trip to the Children’s Literature Festival in Warrensburg in the spring. We always need parent help with snacks, meetings, and attending the Lit Festival.

To qualify to attend the Festival, students must attend a minimum of half of the DART scheduled meetings, cannot be failing any grades during 3rd quarter, and must have a 95% attendance rate at school.

Wheeled Devices: Wheeled devices are not to be ridden/driven/used in the school building at any time unless for medical use.  This includes, but is not limited to Hover Boards, Skate Boards, Heelys Shoes.

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

Statewide Assessments

Statewide assessments will be given at the end of April / beginning of May every year. Students in grades 3-6 will take the math and English / Language Arts MAP assessment. The fifth grade students will also take the science MAP assessments.

**BUS RULES AND 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.
* 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.
* If you are having a guest rider, please call the bus in advance to make sure that there will be sufficient seating.

Note: Failure to follow these regulations will result in parent and school notification and possible disciplinary action.

**Regulations for Bus Trips Involving School Groups**

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

1. School sponsored field trips are for Drexel R-IV School students only. Non-Drexel students are not permitted to ride Drexel R-IV school buses and are not to be housed with Drexel R-IV students. (Exceptions exist when a school district has a cooperative agreement with another school for sporting contests).

2. Students who ride a bus to attend and/or participate in any off-campus school activity will be expected to return on the bus. If the student is to return home with parent(s) or guardian(s), the sponsor needs written approval from the parent(s) or guardian(s). **Students will not be released to ride home with other relatives or friends.** Requests for alternate transportation must involve a personal visit or telephone conversation between the parent or guardian and the administration. In all cases, requests for alternate transportation for student, either to or from activities, will be granted only when a special situation exists which would create an unnecessary hardship for the parent.

3. Any student who participates in a school-sponsored trip must have a completed and signed travel release form.

4. Students will sign up in the manner prescribed by the sponsor.

5. Students may be charged a price relative to the mileage. The administration and/or sponsor will determine the exact price for each trip.

6. The sponsor will post or inform students as to the time of departure and the approximate time of return.

7. At least one certified teacher will be on each bus. Any non-faculty sponsor must be approved by the principal or superintendent well in advance of any trip.

8. Sponsors will be in charge of the bus trip and its passengers until the bus arrives back at school after the activity.

9. The sponsor will have a list of all passengers. After the activity, the sponsor will check to see that all passengers are accounted for before the bus departs.

**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.

**PARENT/STUDENT RIGHTS IN IDENTIFICATION**

**EVALUATION AND PLACEMENT OF SPECIAL NEEDS STUDENTS**

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

You have the right to:

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

The person in this district who is responsible for assuring that the district complies with Section 504 is the Director of Special Education–Drexel R IV - Phone 619-2287 ext. 5108

(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).

**LAW ON READING AND RETENTION (BOARD POLICY IKE)**

Testing for Reading

Parents need to be informed about Senate Bill 319. While the entire law covers a couple of different areas, the following information concentrates on reading and retention. The law seeks to do two things. First, to insure that public schools check the reading ability of students and provide extra help for kids who need it. Secondly, the law seeks to prevent the “social promotion” of students who are reading at more than a year below their grade level.

Struggling Readers Can Get Extra Help

Senate Bill 319 requires schools to take specific actions to help improve the reading ability of students identified as reading more than one grade level below his or her grade. Near the end of the third grade year, schools will test their 3rd graders in reading. For those students reading below the 2nd grade level, the school establishes a plan for improving their reading skills. The school also provides additional reading instruction for these students.

Some Students Will Repeat 4th Grade

Senate Bill 319 gained media attention because it calls for the retention of students in grade 4 if they are reading below the 3rd grade level after year end reading assessments. The practice of promoting students to the next grade even if they are not academically ready is often called “social promotion.” Mandatory retention-related to Senate Bill 319-only occurs once. The law states: “No student shall be denied promotion more than once solely for inability to meet the reading standards set out in this law.” As has always been the case, (and totally separate from the new law) districts maintain their own policies regarding the retention of other students regardless of age or grade level.

###### GRIEVANCE PROCEDURE

###### 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

# 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 NOTICES**

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.

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

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

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

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.

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 Federal Programs Director at 816-619-2287.

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

Additionally, any parent/patron needing information regarding the federal regulations and requirements of the ***Every Student Succeeds Act of 2015*** (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 certain information that you have the right to know. Upon your request, our district will provide to you the following information in a timely manner:

# Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

# Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.

# Whether your child is provided services by paraprofessionals and, if so, their qualifications.

# What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

# In addition to the information that parents may request, districts must provide to each individual parent:

# Information on the achievement level of the parent’s child in each of the state academic assessments as required under this part:

# Timely notice that the parent’s child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

**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
* Graduation programs
* Sports activity sheets showing stats of team members
* School Sponsored Social Media

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.

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:

* 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
* Current grade level & dates of attendance and/or graduation from Drexel School

Missouri Department of Elementary & Secondary Education

Every Student Succeeds Act 0f 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 .

|  |  |
| --- | --- |
| **Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs**  **Table of Contents** | |
| **General Information**   1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed? | |
| **Complaints filed with LEA**   1. How will a complaint filed with the LEA be investigated? 2. What happens if a complaint is not resolved at the local level (LEA)? | **Complaints filed with the Department**   1. How can a complaint be filed with the Department? 2. How will a complaint filed with the Department be investigated? 3. How are complaints related to equitable services to private school children handled differently? |
| **Appeals**   1. How will appeals to the Department be investigated? 2. What happens if the complaint is not resolved at the state level (the Department)? | |

# 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.

# Who may file a complaint?

Any individual or organization may file a complaint.

# How can a complaint be filed?

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

# 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 locally developed and adopted procedures.

# 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.

# How can a complaint be filed with the Department?

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

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

# How will a complaint filed with the Department be investigated?

The investigation and complaint resolution proceedings will be completed within a time limit of fifty 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, and/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.

# How are complaints related to equitable services to private 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 9or its failure to resolve the complaint)/

# 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. The 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 complaint and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

# 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 7/17

*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.*

**Drexel R-IV Elementary School District Discipline Guide**

**DISCIPLINE PHILOSOPHY**

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 is important in educating young people as to those behaviors that are acceptable. The standards of behavior promote the objectives of the school in ways appropriate to individual’s respective roles while at times, recognizing and defending the rights of others. This code can be a part of the dual commitment of educational excellence that has come to characterize our concern for students.

All classroom discipline incidents will be handled by teachers and building administration on an individual basis. Children will follow a progression continuum as outlined by the Behavior Intervention Support Team ( B.I.S.T.) starting with verbal correction/redirection. If the behavior continues, the child will be asked to visit the safe seat in the classroom and the child will be given a Think Sheet to complete. The student will be referred to a safe seat in another classroom, known as a “Buddy Room,” if the behavior continues. The final step in response to persistent, unsafe/disrespectful behavior is an office referral. Depending on the severity of the offense, steps of this progression may be skipped or modified as needed.

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).

**TERMS**

**Detention –** Specified time period assigned by teacher /administrator to be served by the student under the supervision of professional staff.

**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 room on campus supervised by professional staff to complete assignments, quizzes, and tests. 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 physically allowed to physically participate in any contests, games, or performances. If a student leaves school during the ISS assignment, he/she will be expected to make up the time missed the next day upon return. ISS is determined by hours in attendance. **A student may serve a cumulative of 10 days ISS during a school year. Any infractions after that may result in OSS assignment(s).**  If a student is referred to the office for violation of ISS rules, he/she will be suspended from school for a **minimum** of the remainder of that day and the next day. Any student who refuses to serve an ISS will be assigned OSS and will receive zero credit on all homework, tests, 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 is not eligible to make up major projects and examinations for full credit. 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.

***The sequence for OSS discipline assignment will include previous year’s offenses. For example, if a student has been in a fight last school year and is a participant in another the present school year, administration will consider the present case as the second offense. This includes but is not limited to offenses such as physical violence, weapons, substance abuse, harassment, vandalism, theft, and other means of disturbance.***

**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.

**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.**

**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, RMSo.
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 under § 565.090, RSMo.
18. Stalking under § 565.225, RSMo.

**DREXEL R-IV SCHOOL DISTRICT DISCIPLINE GUIDE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DEFINITION/OFFENSE** | **GRADES K – 4** | | | **GRADES 5-6** |
| **ADADEMIC 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. | | | | |
| Each Offense | Grades K – 2 – LOP and Instructor Contacts Parent/Guardian | | | Grades 3 – 4 – Zero for all involved with opportunity to re-do assignment for 50% credit, Instructor Contacts Parent/Guardian  Zero for All Involved, LOP, Instructor Contacts Parent / Guardian |
| **ARSON--** Intentionally damaging or attempting to damage any school or personal property by fire or incendiary device. Fireworks, Firecrackers, and Trash Can fires would be included in this category if they serve as a contributing factor to a damaging fire. | | | | |
| First | Up to 10 days OSS, Contact Legal Authorities, Recommendation to Superintendent for Long Term Suspension | | | Up to 10 days OSS, Contact Legal Authorities, Recommendation to Superintendent for Long Term Suspension |
| **ASSAULT / BATTERY--** 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.  Knowingly causing or attempting to cause serious bodily injury or death to another person, recklessly causing serious bodily injury to another person, or any other act that constitutes assault in the first or second degree. | | | | |
| First | Up to 3 days OSS, Report to Authorities, Recommendation to Superintendent for Long Term Suspension / Expulsion | | Up to 10 days OSS, Parent Conference, Report to Authorities, Recommendation to Superintendent for Long Term Suspension / Expulsion | |
| Second | Up to 5 days OSS, Report to Authorities, Recommendation to Superintendent for Long Term Suspension / Expulsion | | Up to 10 days OSS with Recommendation to Superintendent for Long Term Suspension / Expulsion, Report to Authorities | |
| Third | Up to 10 days OSS, Report to Authorities, Recommendation to Superintendent for Long Term Suspension / Expulsion | |  | |
| **BULLYING /STUDENT AND/OR STAFF INTIMIDATION/CYBERBULLYING (Board Policy JFCF)--** 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. | | | | |
| First | Up to 1 day ISS. Administrator/ Counselor/Parent Conference | Up to 3 days ISS, LOP | | |
| Second | Up to 3 days ISS. Administrator/ Counselor/Parent Conference | Up to 3 Days OSS, LOP | | |
| Third | Up to 5 days ISS. Administrator/ Counselor/Parent Conference | 5 – 10 Days OSS, LOP | | |
| **BUS/SCHOOL TRANSPORTATION MISCONDUCT--** Refusing to follow school, bus, transportation rules; Endangering the safety of him/herself and/or others.  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.  (Building Administrator may treat said violation as a second, third, or fourth level offense based on intent and severity.) | | | | |
| First | Administrator / Parent Conference, LOP | Misconduct Slip to Be Signed by Parent, Returned to Driver before Student Allowed to Ride Again, Possible School Consequences as Determined by the Administrator | | |
| Second | Up to 1 day Off of Bus, LOP (Assigned Seating, etc.) Contact Parent | Up to 5 days Suspension from Riding Bus and/or other Disciplinary Consequences | | |
| Third | Possible Removal from Bus up to 3 days, LOP, Parent/Administrator Conference | Up to 10 days Suspension from Riding Bus and/or other Disciplinary Consequences | | |
| Fourth | Progressive days off bus, Parent/Admin Conference Before Returning to Bus | Consequences Accelerated as Determined by the Administrator | | |

|  |  |  |
| --- | --- | --- |
| **DEFINITION/OFFENSE** | **GRADES K – 4** | **GRADES 5-6** |
| **DISHONESTY – LYING/FORGERY--** An act of lying, verbal or written, including forgery | | |
| First | LOP, Nullification of Forged Document | Up to 3 days ISS, LOP, Nullification of Forged Document |
| **DISRESPECT TO PEER--** Abusive, profane or vulgar language/picture spoken, written, drawn, displayed or gestured and/or threatening behavior directed to or about a peer. | | |
| First | Reprimand / LOP / Contact Parent | Up to 1 day ISS and/or LOP |
| Second | Up to 1 day ISS, Parent Conference | Up to 3 days ISS, LOP |
| Third | Up to 3 days OSS, Parent Conference | Up to 3 days OSS, LOP |
| **DISRESPECT TO STAFF--** Abusive, profane or vulgar language spoken, written or gestured and/or threatening behavior directed to or about staff. | | |
| First | Up to 1 day ISS, Parent Conference | Up to 5 days OSS, LOP |
| Second | Up to 3 days OSS, Counselor Involvement | Up to 10 days OSS, LOP |
| Third | Up to 5 days OSS | Up to 10 days OSS, LOP |
| Fourth | Up to 10 days OSS, Recommendation to Superintendent for Long Term Suspension | Up to 10 days OSS, Recommendation to Superintendent for Long Term Suspension |
| **DRESS CODE VIOLATION--** Wearing clothing that violates the School’s dress code policy. | | |
| First | Warning – change clothes | Warning – change clothes |
| Second | Change clothes and Conference with the principal | Change clothes and Conference with the principal |
| Third | Change clothes and Conference with the principal | Change clothes and Conference with the principal |
| **DRUG/ALCOHOL/SUBSTANCE ABUSE--** 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 | Up to 1 day OSS, Parent Conference, Conference with Counselor as needed | Up to 10 days OSS, Contact Legal Authorities OR 5 Days OSS and 5 Days ISS, Contact Legal Authorities and documented completion of drug / alcohol evaluation conducted by a school approved agency, LOP |
| Second | Up to 3 days OSS, Parent Conference, Referral to Division of Family Services | Up to 10 days OSS with Recommendation to Superintendent for LTS, Contact legal authorities |
| Third | Up to 5 days OSS, Parent Conference, Referral to Division of Family Services | Up to 10 days OSS with Recommendation to Superintendent for LTS, Contact legal authorities |
| **EXCESSIVE CLASSROOM/HALL DISRUPTIONS--** Behavior that distracts or keeps others from learning. Examples are excessive talking, name calling, throwing objects, being argumentative, sleeping, etc. | | |
| First | LOP, Contact Parent | Up to 1 day ISS, LOP |
| Second | Up to 1 day ISS, Contact Parent | 1 – 3 days ISS, LOP |
| Third | Up to 1 day OSS, Accelerate at Administrators Discretion | 1 day OSS, LOP |
| **EXTORTION--** Threatening or intimidating any person for purpose of obtaining money or anything of value. | | |
| First | Administrator/Parent Conference | Up to 5 days OSS, LOP |
| Second | Up to 1 day ISS | Up to 10 days OSS, Recommendation to Superintendent for Long Term Suspension/ Expulsion |
| **FALSE REPORT/ALARM/TERRORISTIC ACT – WRITTEN--** Tampering with emergency equipment, setting off false alarms, making false reports, communicating a threat or false report for purpose of frightening, disrupting or causing the evacuation or closure of school property. NOTE: A bomb threat is considered a CLASS D FELONY and will be prosecuted.  An Administrator may request an evaluation and communication from a mental health professional prior to student’s return to school. | | |
| First | Restitution, 10 Day Suspension (May Accelerate to 2nd Offense), Contact Authorities | Restitution, 10 Day Suspension (May Accelerate to 2nd Offense), Contact Authorities |
| Second | Restitution, 10 Days OSS, Recommendation to Superintendent for Long Term Suspension / Expulsion, Contact Authorities | Restitution, 10 Days OSS, Recommendation to Superintendent for Long Term Suspension / Expulsion, Contact Authorities |

|  |  |  |
| --- | --- | --- |
| **DEFINITION/OFFENSE** | **GRADES K – 4** | **GRADES 5-6** |
| **FIGHTING – ALTERCATION, PHYSICAL / VERBAL--** Mutual Combat in that both parties contribute to a conflict verbally and / or by physical action | | |
| First | ISS, Report to Authorities | Up to 3 Days OSS, LOP, Parent Conference, Report to Authorities |
| Second | Up to 1 day OSS, Report to Authorities | Up to 5 days OSS, LOP, Parent Conference, Report to Authorities |
| Third | Up to 3 days OSS, Report to Authorities | Up to 10 days OSS, Report to Authorities |
| Fourth | Up to 10 days OSS, Report to Authorities |  |
| **FIGHTING – INCITING--** Yelling or Encouraging a Conflict | | |
| First | LOP, Contact Parents | Up to 3 days ISS, and / or LOP |
| Second | Up to 1 day ISS, Parent Conference, Meet w/ Counselor | Up to 3 days ISS, and / or LOP |
| Third | Up to 1 day OSS |  |
| **FIREWORKS, SMOKE BOMBS, BOTTLE ROCKETS, WATER RELATED PRANKS, INCENDIARY DEVICES, STREAKING / DEPANTSING, OR OTHER MEANS OF DISTURBANCE (PRANKS)--** May include but are not limited to possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks. | | |
| First | Up to 1 day OSS | Up to 3 days OSS, LOP, Parent Conference |
| Second | Up to 3 days OSS | Up to10 days OSS, LOP, Parent Conference |
| Third | Up to 5 days OSS, Accelerate as Needed by Administrator. | Up to 10 days OSS, Recommendation to Superintendent for Long Term Suspension |
| **HARRASSMENT/INAPPROPRAITE MATERIAL--** Any effort to discriminate against an individual or group of individuals on the basis of race, color, religion, sexual orientation or perceived sexual orientation, national origin, ancestry, disability, or age creating and intimidating, threatening, hostile, or abusive educational environment.  To possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to nudity, violence, or explicit death or injury. | | |
| First | Up to 1 day OSS, Counselor Intervention | Up to 3 days OSS, Counselor Intervention, and / or LOP |
| Second | Up to 3 days OSS, Counselor Intervention | Up to 5 days OSS, Counselor Intervention, and / or LOP |
| Third | Up to 5 days OSS, Counselor Intervention | 10 days OSS, Recommendation to Superintendent for Long Term Suspension |
| **HAZING--** 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 initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including but not limited to, a grade level, student organization or district-sponsored activity.  \*\*Hazing may occur even when all students involved are willing participants. | | |
| First | Up to 1 day ISS. Administrator/ Counselor/Parent Conference | Up to 3 days ISS, LOP |
| Second | Up to 3days ISS. Administrator/ Counselor/Parent Conference | Up to 3 days OSS, LOP |
| Third | Up to 5 days ISS. Administrator/ Counselor/Parent Conference | 5 – 10 days OSS, LOP |
| **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. | | |
| Any Offense | Lose computer privileges for a length of time to be determined by the Administrator | Lose computer privileges for a length of time to be determined by the Administrator |
| **INNAPPROPRIATE BEHAVIOR--** Failure to Comply With Classroom / School Building Personnel Expectations; Disrupting the Educational Environment | | |
| First | LOP, Contact Parent | Up to 1 Day ISS / LOP |
| Second | Up to 1 Day ISS, Contact Parent | Up to 3 Day ISS and LOP |
| Third | Up to 1 Day OSS, Accelerate at Administrator Discretion | Up to 1 Day OSS |
| Fourth | Up to 3 Day OSS | Up to 3 Day OSS |

|  |  |  |
| --- | --- | --- |
| **DEFINITION/OFFENSE** | **GRADES K – 4** | **GRADES 5-6** |
| **INNAPROPRIATE PHYSICAL ACTION/CONTACT--** Any unwelcomed type of action or contact with another person, either verbally or physically, that causes a disruption in the educational process. | | |
| First | LOP, Contact Parent | Up to 1 Day ISS / LOP |
| Second | Up to 1 Day ISS, Contact Parent | Up to 3 Day ISS and LOP |
| Third | Up to 1 Day OSS, Accelerate at Administrator Discretion | Up to 1 Day OSS |
| **INSUBORDINATION--** Willful Act of Refusal to Comply With School or District Guidelines or Directions Given by a School Staff Member. Constantly Coming to Class Without Necessary Supplies and Preparation. | | |
| First | Up to 1 day ISS | Up to 1 day ISS |
| Second | Up to 1 day ISS, Administrator / Parent Conference | Up to 1 day ISS, Administrator / Parent Conference, LOP |
| Third | Up to 1 day OSS, Administrator / Parent Conference, Counselor Involvement | Up to 3 days ISS |
| **NUISANCE ITEMS--** Possession or use of items such as toys, games, media devise, and portable media players that are not authorized for educational purposes. | | |
| First | Violation Results in Confiscation of Item for Remainder of Day. Administration May Determine Further Consequences Depending on Intent | Confiscation of item for the remainder of the day, Administration may determine further consequences depending on intent, LOP |
| Second | Confiscation of Device, Parent Pick Up, LOP | Confiscation of Device, Parent Pick Up, LOP |
| Third and Thereafter | Confiscation of Device, Parent Pick Up, Up to 1 day ISS | Confiscation of Device, Parent Pick Up, Up to 1 day ISS |
| **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 | Up to 10 days OSS, Possible Recommendation to the Superintendent for Long Term Suspension / Expulsion, Contact Authorities | Up to 10 days OSS, Recommendation to Superintendent for Long Term Suspension / Expulsion, Contact Authorities |
| **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 | Up to 1 day ISS | Up to 3 days ISS |
| Second | Up to 3 days ISS | Consequences Accelerated by the Administrator |
| **PUBLIC DISPLAY OF AFFECTION--** Physical contact that is inappropriate for the school setting including, but not limited to kissing or groping. | | |
| First | Administrator / Parent Conference | Administrator / Parent Conference |
| Second | Up to 3 days ISS, Parent Contact | Consequences Accelerated as Determined by the Administrator, LOP |
| **REMOVAL FROM AN EXTRACURRICULAR EVENT--** For inappropriate behavior | | |
| Any Offense | May Result in Exclusion from Attendance at Future School Events and/or Suspension | May Result in Exclusion from Attendance at Future School Events and/or Suspension |
| **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 | Up to 3 days ISS, Counselor Intervention, Parent Conference | Up to 5 days ISS, Counselor Intervention, Parent Conference |
| Subsequent Offenses | Up to 5 days OSS, Counselor Intervention, Parent Conference | Up to 10 days OSS, Counselor Intervention, Parent Conference |
| **SEXUAL HARRASSMENT--**(All Grade Levels and Offenses 1 – 3 Will Result in Recommendation to Superintendent for LTS / 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 at or Removing Clothing. Any Person Who Believes He/She has been the victim of sexual harassment should report the acts immediately to a building administrator. | | |
| First | Up to 1 day OSS, Counselor Intervention | Up to 3 days OSS, Counselor Intervention, LOP |
| Second | Up to 3 days OSS, Counselor Intervention, LOP | Up to 5 days OSS, Counselor Intervention, LOP |
| Third | Up to 5 days OSS, Counselor Intervention, Intent Consideration toward Acceleration | Up to 10 days OSS |

|  |  |  |
| --- | --- | --- |
| **DEFINITION/OFFENSE** | **GRADES K – 4** | **GRADES 5-6** |
| **SUBSTANCE SALE / TRANSFER / DISTRIBUTION (DRUGS / ALCOHOL)--** Students will not sell, transfer, or distribute any alcoholic beverage, unauthorized drug, narcotic substance, unauthorized inhalants, controlled substances, illegal drugs, prescription drugs, herbal preparations, 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, any individual caught in 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.  The sale, transfer, or distribution of drug-related paraphernalia is also prohibited.  Materials / substances may be confiscated by Administration and turned over to law enforcement officials. | | |
| Any Offense | Up to 10 Day OSS with Recommendation to Superintendent for LTS / Expulsion, Contact Legal Authorities | Up to 10 Day OSS with Recommendation to Superintendent for LTS / Expulsion, Contact Legal Authorities |
| **THREAT – WRITTEN / VERBAL ASSAULT--**(All grade levels and offenses 1 – 3 will result in Recommendation to Superintendent for LTS / Expulsion)  Verbal, Written, Pictorial or Symbolic language / gesture that create a reasonable fear of intent to cause physical injury or property damage to an individual or group.  An Administrator may request an evaluation and communication from a mental health professional prior to student’s return to school. | | |
| First | Up to 1 day ISS | Up to 3 days OSS, LOP, Guidance Counselor Intervention, May Report to Authorities |
| Second | Up to 3 days OSS | Up to 5 days OSS, LOP, Guidance Counselor Intervention, May Report to Authorities |
| Third | Up to 5 days OSS | Up to 10 days OSS, Report to Authorities |
| **TOBACCO--** Use or Possession – It is illegal for any person under the age of 18 to possess or use tobacco or any tobacco products. In all cases, the Administrator will confiscate tobacco from any student, regardless of age, contact parents and assign appropriate disciplinary consequences. | | |
| First | Up to 5 days ISS | Up to 5 days ISS, LOP |
| Second | Up to 3 days OSS | Up to 3 days OSS, LOP |
| Third | Up to 5 days OSS | Up to 5 days OSS, LOP |
| Fourth | Up to 10 days OSS | Up to 10 days OSS (Counseling for Tobacco use may lessen consequence) |
| **TRUANCY--** Absent from school or class without knowledge and consent of Parent / Guardian, Administrator, or Classroom Teacher | | |
| First | Up to 1 day ISS | Up to 1 day ISS and / or LOP |
| Second | Up to 3 days ISS | Up to 3 days ISS, and/or LOP |
| Third | Up to 5 days ISS | Up to 5 days ISS |
| **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 unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance. | | |
| First | Determined by Administrator | Up to 5 days OSS, LOP, May Contact Police |
| Second | Determined by Administrator | 5 - 10 days OSS, LOP, May Contact Police |
| Third | Determined by Administrator | Up to 10 days OSS, May Contact Police, Refer to Superintendent for LTS |
| **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 | 1 day ISS, Parent Conference, Restitution | Up to 5 days OSS, LOP, Restitution |
| Second | Up to 3 days OSS, Administrator / Parent Conference, Restitution | Up to 10 days OSS, Recommendation to Superintendent for LTS, Contact Police, Restitution |
| Third | Up to 5 days OSS, Administrator / Parent Conference, Restitution |  |
| **VIOLATION OF CAFETERIA--** Left trays, littering, disruptions, leaving designated areas, etc.  (Consequences may be escalated depending on intent) | | |
| First | Student Conference, Restitution, Special Seating | Clean Cafeteria and / or LOP |
| Second | Possible Removal from Cafeteria, Alternative Seating Assignment | Up to 1 day ISS, Clean Area, LOP |
| Third | Up to 1 Day ISS | Up to 2 days ISS, Clean Area, LOP |
| Fourth | Up to 3 Days ISS |  |

|  |  |  |
| --- | --- | --- |
| **DEFINITION/OFFENSE** | **GRADES K – 4** | **GRADES 5 – 6** |
| **Weapons** – **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, nun-chucks, 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. | | |
| All Offenses | 10 Days OSS, Contact Authorities, Refer to Superintendent for review as per **Safe Schools Act** including recommendation for LTS Suspension / Expulsion | 10 Days OSS, Contact Authorities, Refer to Superintendent for review as per **Safe Schools Act** including recommendation for LTS Suspension / Expulsion |
| **WHEELED DEVICES--**Wheeled devices are not to be ridden/driven/used in the school building at any time unless for medical use.  This includes, but is not limited to Hover Boards, Skate Boards, Wheelie Shoes | | |
| First | LOP, Contact Parent | Up to 3 days ISS; LOP |
| Second | Up to 1 Day ISS, Parent pick up device | Up to 5 days OSS; LOP; Parent pick up device |
| Third | Up to 1 day OSS, Parent pick up device | Up to 10 days OSS; LOP; Parent pick up device |