

**DREXEL R –IV
ELEMENTARY SCHOOL**

**STUDENT HANDBOOK
2022 -2023**

MISSION STATEMENT

The Drexel R-IV School District's Mission is to empower all students to achieve excellence, leadership, growth and success.

VISION STATEMENT

The Drexel R-IV School District's Vision is to inspire every student to achieve excellence and thrive in an ever changing world.

The Drexel R-IV School District is Committed to:

- ✓ Challenging students to pursue their passion and attain their highest level of personal success.
- ✓ Providing a safe and nurturing environment that promotes respect, self-worth and pride.
- ✓ Building a strong commitment to learning by partnering with families and community.
- ✓ Serving as role models to promote respect, responsibility, honesty and healthy habits.
- ✓ Motivation and empowering students to problem solve and take risks without fear of failure.
- ✓ Embracing diversity through understanding and acceptance of educational, social and cultural differences.

DISTRICT INFORMATION

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

ADMISSION

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

Non-resident students may enroll in Drexel R-IV Schools with the approval of the Board of Education and tuition payment. The Drexel R-IV Board of Education sets the tuition rate annually. Questions regarding non-resident tuition should be directed to the Superintendent of Schools. Transportation is not available for non-resident students.

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. Bikers should dismount and walk their bikes within the one block of the school.
- 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 need to park in the provided parking space on the paved surface. The south parking lot is designated for staff parking only.
- 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.
- Do not park at the curb.

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. Do not park next to the curb, this area will be designated for student valet services.

DREXEL ELEMENTARY FACULTY AND STAFF

Superintendent	Terry Mayfield
Principal	Gary French
Assistant Principal	Doug Chisam
Counselor	Lindsay Douglas
Preschool	Tiffany Richmond
Kindergarten	Jenny Wheeler
Kindergarten	Kristy Seely
1 st Grade	Jill Marks
2 nd Grade	Alycia Jacobs
2 nd Grade	Lynn Hunt
3 rd Grade	Andrea Wheeler
4 th – 6 th Grade	Dea Ann Ackermann
4 th – 6 th Grade	Brenda Meerkatz
4 th – 6 th Grade	Kelly Sims
4 th – 6 th Grade	Julia Barbarick
Special Education	Lori Reed
Computers/Business	Holly Bennett
Art	Bradley Rolfs
PE	Trenten Roach
Librarian	Jessica Boydston
Vocal/Instrumental Music	Jacob Eppel
Superintendent's Secretary	Sara Borden
Business Manager	Sydney Shippo
Building Secretary	Wanda Wilkins
Paraprofessional	Madison Talley
Paraprofessional	Trisha Good
Paraprofessional	Peggy Fayard
School Nurse	Darrah Munter
Director of Food Service	Janice Russell
Maintenance	Tim Owens
Custodian	Darrel Wilson
Custodian	Kara Owens
Custodian	Randy Moore
Meal Program Director	Lacey Wheeler
Food Service	Brenda Marks
Bus Contractor	Apple Bus

DISMISSAL – INCLEMENT WEATHER

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

DRESS CODE

Student expression is a very important part of life during the high school years. We respect this important part of life, but feel school is not the place for some of the current dress trends. We must realize that school is meant to be a learning atmosphere. To enhance student learning we believe that certain fashions are unacceptable.

1. Caps, hats, bandannas, music headsets, sunglasses, and chains are not permitted to be worn the building during school hours. Caps must be removed when entering the building.
2. Extremely torn or sloppy styles of clothing are prohibited.
3. Shorts and dresses are expected to be of appropriate length.
4. Bare midriff, halter tops, underwear type shirts or any revealing clothing is not permitted.
5. Pants and tops must be worn in an appropriate manner so that no undergarments or skin are exposed or showing, regardless of whether the student is sitting, standing, leaning over or stretching.
6. Clothing and jewelry or anything that has suggestive messages will not be permitted at school.
7. Clothing that promotes alcohol, tobacco or drugs are not to be worn at school or any school event.
8. No body painting or face painting will be permitted unless otherwise approved by administration.
9. Shoes must be worn at all times.

The administration reserves the right to determine if the student's appearance is deemed inappropriate or distracting to the learning environment. If so, they the student will be asked to make the necessary changes. Students will be expected to cooperate with the administration regarding dress and appearance.

STUDENT DISMISSAL PRECAUTIONS /PROCEDURES

The administration will establish procedures to validate requests for early dismissal, to assure that students are released only for proper reasons, and only to authorized person(s).

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

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

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

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 office (816-652-0402) or e-mail Wanda Wilkins at wwilkins@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 leaving school grounds during the school day must first report to the Elementary office with a parent/guardian to sign them out.
- K-6 students returning to school during the school day must report to the Elementary office before reentering the classroom.
- 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 unexcused absence** in any semester, the parents or guardian will receive a letter 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 unexcused absence** in any semester, a second letter will be sent out and the student and administrator may meet to discuss and address the attendance issue.

When the student accumulates the **tenth unexcused absence** in any semester, the parents or guardian will receive a mailed letter and will be asked to schedule a conference with the building administrator to

address attendance. The letter will be accompanied with a current attendance report that includes dates and times of absences.

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.

BUS REGULATIONS

- Driver is in charge of the pupils and the bus. Pupils are expected to follow directions from the bus driver.
- Be timely. The bus cannot wait beyond its regular schedule for those who are running late.
- All riders are expected to be at bus stop 5 min prior to scheduled pick up (unless unfavorable weather conditions prevent it)
- Never stand in the roadway while waiting for the bus.
- Stay in your seat with feet out of the aisle while bus is in motion.
- No eating or drinking on the bus at any time.
- Classroom conduct is to be observed by pupils while riding in the bus, except for ordinary conversation. No horseplay permitted.
- Do not move about within the bus while it is in motion.
- Be quiet when the bus is at railroad crossings.

- Any damage to a bus by a student must be paid for by the student who damaged the property.
- Animals are not allowed on the bus.
- The driver will not discharge riders at places other than the regular bus stop near the home, or at school, unless by proper authorization from parent, the superintendent, or principal.
- Riders may bring one additional rider on route. If more than one additional rider, then the bus driver requests 2 days' notice to make sure there is adequate space on the route.
- Note: Failure to follow these regulations will result in parent and school notification and possible disciplinary action.

REGULATIONS FOR BUS TRIPS INVOLVING SCHOOL GROUPS

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

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

CARE OF SCHOOL PROPERTY

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

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

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

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 ON ILLNESS

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

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

If your child gets ill while at school, he/she will be isolated from the other children until he/she can be picked up. Please keep your emergency contact information up-to-date so the school will be able to reach you and you can give your child the care that he/she needs quickly. We want your child to return

to school as soon as possible; however, if a child has a fever, vomiting or diarrhea, he/she will need to be free of those symptoms for 24 hours without fever reducing medication before returning to school. If a child has a contagious illness (pink eye, strep throat, etc.) your child must be on prescribed medication for 24 hours before returning to school. A doctor's note will be needed for your child to return if he/she was sent home with a contagious illness.

MEDICATIONS

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

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

SCREENINGS

Screening tests for various health conditions (such as vision, hearing, speech, dental and scoliosis, speech / language) will be conducted in accordance with administrative policy and procedures. Students may also be weighed and measured. Parents/Guardians will receive written notice of any screening result that indicates a condition that might interfere with a student's progress or health. These screenings will take place in throughout the year with the exception of the scoliosis screening. Scoliosis screenings will be conducted in the spring for 6th and 8th grade students. Students will be excused from any screening upon written request from the student's parent/guardian.

LIBRARY MEDIA CENTER

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

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

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

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

Most library materials are labeled with Accelerated Reader labels indicating the independent reading level thus making it easier for students to find a "just-right" book. After reading the book students can

take a computer format comprehension quiz. Leveled books are a central component of the district’s approach to reading. To see if a book has been leveled and/or has a quiz, visit www.arbookfind.com .

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

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

HONOR ROLL AND ATTENDANCE RECOGNITION

Principal's Honor Roll (No grade below 90%)
 Honor Roll (No grade below 80%)

Honor Roll will be reported each semester.

Semester Perfect Attendance: Students who attend every day during school hours (8:00-3:35) will receive semester perfect attendance recognition.

Yearly Perfect Attendance: Students who have no absences or tardies during the school day (8:00-3:35) for the entire school year will receive yearly perfect attendance recognition.

GRADING SCALE (K-2)

Letter Grade		Percent	Letter Grade		Percent
E+		100	N+		77-79
E		95-99	N		73-76
E-		90-94	N-		70-72
S+		87-89	U		0-69
S		83-86			
S-		80-83			

GRADING SCALE (3-6)

Letter Grade	Multiplier	Percent	Letter Grade	Multiplier	Percent
A	4.00	95-100	C	2.00	73-76
A-	3.67	90-94	C-	1.67	70-72
B+	3.33	87-89	D+	1.33	67-69
B	3.00	83-86	D	1.00	63-66
B-	2.67	80-83	D-	0.67	60-62
C+	2.33	77-79	F	0.00	0-59

*Grades are calculated by semester.

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: Elementary Students are not permitted to carry cell phones during school hours. If an elementary student must bring a cell phone to school it is to be secured in the office upon entry or placed and left in their locker. If there is an emergency students will be allowed to use the school phones. Students who disregard this policy face the following disciplinary steps.

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. If the request is not met, the student will be reported to the office for discipline referral.

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, email, or phone call to the Elementary office.

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.

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 Tyler SIS and many more important pieces of information can be found on the district website at 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.

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 90% attendance rate at school.

LAW ON READING AND RETENTION (BOARD POLICY IKE)

Testing for Reading

Senate Bill 319 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 support for students not at grade level. Secondly, the law seeks to prevent the “social promotion” of students who are reading at more than one grade level below their grade.

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.

Required Retention of 4th Grade Students

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. 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.” Districts do maintain their own policies regarding the retention of other students regardless of age or grade level.

LUNCH & BREAKFAST PROGRAM

Breakfast / Second Chance Breakfast Price is \$1.70

Lunch price for Elementary students will be \$2.15. Extra milk is \$.45.

All parents/Guardians/Students are encouraged to fill out applications for Free/Reduced meals. Packets can be requested from the office or by seeing Mrs. L Wheeler (lunch prices are accurate at time of printing and may change).

- Students must pay full price for all extra items or second breakfasts/lunches.
- Students must have their lunch cards in order for them to be scanned.
- If there are any problems with an account, a student should see Mrs. Wheeler before the beginning of the school day.
- If a student loses their lunch card they will be charged a \$1 replacement fee.
- Students may bring money to Mrs. Lacey Wheeler to put into their lunch account. The money should be placed in an envelope with your name and monetary amount written on the front.

PURCHASING SECONDS

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

How Do Students Purchase Seconds or A La Carte Items:

Students can put money on their lunch account.

Students can pay for items with cash/coins.

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

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

Students with balances of negative \$10.00 or more will be served an alternate meal. Also any student with a negative balance cannot purchase seconds/a la carte with cash or lunch card.

If you have any questions about your child's lunch account please contact Lacey Wheeler 816-652-0402

LUNCHROOM PROCEDURES

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

ASBESTOS NOTICE

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

SPECIAL PROGRAMS

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

STUDENT RECORDS

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

VISITORS

We do not expect students to visit other schools when Drexel School is in session. Neither do we expect students to bring or encourage students from other schools to visit here when school is in session. The principal must approve any student visitor, in advance. Parents are welcome to visit at all times or to call the office to discuss any school problems or to arrange for a conference with a teacher. We do; however, require parents to stop by the office to sign in upon arrival and to sign out prior to leaving. All visitors who have specific business to conduct must first report to the appropriate school office.

WITHDRAWAL FROM SCHOOL

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

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

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

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

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

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

Directory information (information that is generally not considered harmful or an invasion of privacy released) can also be disclosed to outside organizations without a parent's prior written consent. The Drexel R-IV School District limits the release of student directory information to government agencies receiving federal/state allocations, as required by law. Student directory information will not be released to private businesses and/or individuals by the Drexel School District.

Two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings-unless parents have advised the school district that they do not want their student's information disclosed without their prior written consent.

STUDENT BEHAVIOR CODE

Drexel Elementary School is committed to a positive learning environment with student achievement the #1 goal. Student achievement has two parts: knowledge – the accumulation of facts and information from social studies, science, math, and other subject areas, and wisdom – the use of that accumulated information to develop a lifestyle of making positive choices. Recognizing diversities and establishing positive behavioral expectations will help ensure a school environment that is safe, secure, respectful, and healthy for all students. The following Six Pillars of Character will be the student behavior framework in which student achievement for all students will be strengthened:

- 1) Trustworthiness – honesty, reliability, courage to do the right thing
- 2) Respect – tolerance of differences, consideration of the feelings of others
- 3) Responsibility – self-control, thinking before acting, accountability for choices

4) Fairness – playing by the rules, open-mindedness, listening to others, not blaming others carelessly

5) Caring – kind, compassionate, forgiving, helpful

6) Citizenship – help to make school and community better, be a good neighbor, obey the laws and rules, respect authority, protect the environment

CLASSROOM BEHAVIOR

Teachers have a preference on how they wish to conduct any given class. It is the responsibility of each and every student to become familiar with the requests of each teacher and act accordingly. There is a very limited time available for the teacher and the class to cover the subject matter; therefore, the time should be put to good use. Students are expected to have the proper books and/or materials ready when they enter the classroom. Talking, sharpening pencils, depositing materials in the wastebasket and similar movement should be done before the class convenes. Students who attend class to learn shall not have their rights of educational opportunity denied by those who do not wish to receive the benefits of an education. In order to accomplish this result, the teacher shall have the maximum opportunity to use the time available for schoolwork. Students who are not in the classroom ready for the class to begin will be considered tardy. Those students who cannot, or will not exhibit proper behavior, shall be removed from the class and not be allowed to interfere with the educational opportunity of the remainder of the class. When a student has been removed from a class, the school administration will determine what action is to be taken.

DISCIPLINE

A) Good discipline is usually positive rather than negative in nature. It is the result of keeping pupils interested and actively engaged in constructive and worthwhile learning activities, rather than punishing pupils for doing things which are destructive and anti-social. The purpose of discipline is to help the pupil to develop self-control with due respect for constituted authority. Good discipline in the schools is extremely important to the whole community, but particularly important to the pupils, teachers, Principal, Superintendent, Board of Education and parents. In the end, good discipline is important to the educational process for it is a vital factor influencing the kind of schooling pupils will receive. Drexel Jr/Sr High School realizes that there is more to the educational process than academics. It is this school's goal to teach responsibility, consideration, liability and acknowledgement of acceptable and non-acceptable behavior in our society

B) Discipline Good discipline is an absolute must throughout the school year so those educational goals can be met. If discipline problems should arise, the parent can expect to be in close communication with the school. The principal is authorized to initiate short-term suspension (up to 10 days) and to recommend long term suspension or expulsion of students who violate school policy or cause disruption of the school through their actions. Students are to follow school rules at any school-sponsored function. All rules pertain to after school as well as during school functions.

C) Forms of Discipline It is the firm belief of the Board of Education, administrators and teachers that the large majority of pupils are well behaved, industrious and eager to learn. The taxpayer's money and the school's efforts should not be misspent by permitting the few unruly pupils to waste time, upset classes and distract others who wish to learn. For a small percent of the pupils who do not respond to a positive approach, punishment of some kind is sometimes necessary. When involving punishment or restraint, good discipline should be fair, dignified and administered without anger or malice. Possible disciplinary actions students and their parents must be aware that inappropriate behaviors result in consequences to be determined by the principal in consultation, if necessary, with the teacher involved. The consequences may include, but not limited to:

- 1) Administrative conferences: The building administrator meets with the student to develop positive behaviors. The conference may include parents/guardians, and/or faculty, as well as the student.
- 2) Detention/Friday School: One of the first steps for punishment of a minor infraction will be detention before and/or after school or after school on Friday.
- 3) Conduct Probation: a. Conduct probation may include non-attendance at school functions other than classes. A student on probation who causes further problems will be suspended
- 4) Short-Term Suspensions are 1 to 10 days.
- 5) Long-Term Suspensions are 11 to 180 days.
- 6) Expulsion
- 7) Other possible consequences
 - Referral to counselor, social worker, and/or building team
 - Alternative educational placement
 - Possible police involvement, if deemed appropriate for any offense
 - Specific consequences agreed upon by the principal, parent, and teacher

DREXEL R-IV SCHOOL

Home of the Bobcats

Parent and Family Engagement Policy

The Drexel R-IV School District Board of Education believes that engaging parents/families in the education process is essential to improved academic success for students. The Board recognizes that a student's education is a responsibility shared by the district, parents, families and other members of the community during the entire time a student attends school. The Board believes that the district must create an environment that is conducive to learning and that strong, comprehensive parent/family involvement is an important component. Parent/Family involvement in education requires a cooperative effort with roles for the Department of Elementary and Secondary Education (DESE), the district, parents/families and the community.

Parent/Family Involvement Goals and Plan

The Board of Education recognizes the importance of eliminating barriers that impede parent/family involvement, thereby facilitating an environment that encourages collaboration with parents, families and other members of the community. Therefore, the district will develop and implement a plan to facilitate parent/family involvement that shall include the following six (6) goals:

1. Promote regular, two-way, meaningful communication between home and school.
2. Promote and support responsible parenting.
3. Recognize the fact that parents/families play an integral role in assisting their children to learn.
4. Promote a safe and open atmosphere for parents/families to visit the schools their children attend, and actively solicit parent/family support and assistance for school programs.
5. Include parents as full partners in decisions affecting their children and families.
6. Use available community resources to strengthen and promote school programs, family practices and the achievement of students.

The district's plan for meeting these goals is to:

1. Provide activities that will educate parents regarding the intellectual and developmental needs of their children at all age levels. This will include promoting cooperation between the district and other agencies or school/community groups (such as parent-teacher groups, Head Start, Parents as Teachers, etc.) to furnish learning opportunities and disseminate information regarding parenting skills and child/adolescent development.
2. Implement strategies to involve parents/families in the educational process, including:
 - ▶ Keeping parents/families informed of opportunities for involvement and encouraging participation in various programs.
 - ▶ Providing access to educational resources for parents/families to use together with their children.
 - ▶ Keeping parents/families informed of the objectives of district educational programs as well as of their child's participation and progress within these programs.
3. Enable families to participate in the education of their children through a variety of roles. For example, parents/family members should be given opportunities to provide input into district policies and volunteer time within the classrooms and school programs.

4. Provide professional development opportunities for teachers and staff to enhance their understanding of effective parent/family involvement strategies.
5. Perform regular evaluations of parent/family involvement at each school and at the district level.
6. Provide access, upon request, to any instructional material used as part of the educational curriculum.
7. If practical, provide information in a language understandable to parents.

THE SAFE SCHOOLS ACT OF 1996

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, paintball guns, cap guns). Other items considered weapons include poisons, combustibles, nunchucks, throwing stars, throwing darts, chains, knuckles, mace, pepper spray, firecrackers, smoke bombs, acidic chemicals, lighters, nuisance items and toys, unauthorized tools or any other devices that could be used as a weapon to threaten others including but not limited to chairs, stick or safety pins, scissors, tooth picks, saw blades, jagged bottle glass, potato gun. Items will be confiscated and police notified.

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

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

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

The Board of Education believes that the right of a student to attend the Drexel R-IV School District carries with it the responsibility of the student to attend school regularly and to comply with the lawful policies, rules and regulations of the school district. This observance of school policies, rules and regulations is essential for permitting others to learn at school.

Therefore, the administrative prerogative to remove a student from the school setting because of willful violation of school rules and regulations shall be permitted provided such action is taken in accordance with due process and with due regard for the welfare of both the individual and the school. School attendance may be temporarily denied to individuals by the administrative act of immediate suspension, but expulsion can be implemented only through specific action by the Board of Education.

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

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

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

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

STUDENT EXPULSION

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

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

- Board action shall begin with written notification of the charges against the student, which shall be delivered by certified mail to the student, his parents/guardians, or others having his

custodial care. Such notification will include charges, contemplated action and time and place of a hearing on such charges, and that the student, parents/guardians, or counsel, shall have the right to cross examine witnesses presented in behalf of the charges and to present testimony in defense there against.

- The hearing will be closed unless the student, parents/guardians or others having custodial care requests an open hearing. At said hearing the Board of Education, or counsel, shall present the charges, testimony and evidence as may be deemed necessary to support the charges. The board will expect the principal in each case to be present and make oral and written reports and statements concerning the student's misconduct. The student, parents/guardians, or others having custodial care, or counsel, shall have the right to cross-examine witnesses presented in behalf of the charges and to present testimony in defense there against.
- At the conclusion of the hearing, or in an adjourned meeting, the Board of Education shall render its decision to dismiss the charges, suspend the student for a specified time, or expel the student from the schools of the district. Prompt notice of the decision shall be given to the student, parents/guardians, or others having custodial care, and counsel if applicable.
- Re-admittance of an expelled student at the beginning of a school semester may be possible only through consent of the Board of Education. Expulsion may be recommended for handicapped students in accordance with the due process procedures of P.L. 94-142 the Education for All Handicapped Children Act and applicable Missouri Laws.

STUDENT COMPLAINTS AND GRIEVANCES

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

LEVEL 1: Principal or Immediate Supervisor

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

LEVEL 2: Section 504 Coordinator

If the grievance is not resolved at Level 1 with the principal or immediate supervisor and the grievant wishes to pursue the grievance, it may be formalized by filing a complaint in writing on a Compliance Violation Form. This form may be obtained from the Section 504 Coordinator. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at Level 2 must be within fifteen (15) working days from the day of the event giving rise to the grievance or

from the date the grievant could reasonably become aware of such an occurrence. The grievant may request that a meeting concerning the complaint be held with the Section 504 Coordinator. A minor student may be accompanied at that meeting by a parent or guardian. The Section 504 Coordinator shall investigate the complaint and attempt to solve it. A written report from the Compliance Officer to the complainant regarding action taken will be sent within fifteen (15) working days after receipt of the complaint.

LEVEL 3: Superintendent

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

LEVEL 4: Board of Education

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

The procedure in no way denies the right of the grievant to file a formal complaint with the U.S. Department of Education, Office for Civil Rights, or other agencies available for mediation or rectification of rights grievances, or to seek private counsel for complaints alleging discrimination. Title IX and Section 504 Coordinator
Director of Special Education, Drexel R-IV Schools
P.O. Box 860 Drexel MO 64742

THREATS ON SCHOOL AND STUDENTS

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

SUICIDE PREVENTION

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

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

C- Care: Let your friend know you care.

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

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

**PARENT/STUDENT RIGHTS IN IDENTIFICATION
EVALUATION AND PLACEMENT OF SPECIAL NEEDS STUDENTS**

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

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

The person in this district who is responsible for assuring that the district complies with Section 504 is:
Director of Special Education—Drexel R IV - Phone 816-652-0401

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

NOTICE OF NONDISCRIMINATION

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

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

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

PUBLIC NOTICE

All public schools are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial schools, beginning on the child's third birthday through age twenty (20), regardless of the child's disability. Disabilities include learning disabilities, mental retardation, behavior disorder/emotional disturbance, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physical/other health impaired, multi-handicapped, deaf/blind, autism, early childhood special education, and traumatic brain injury. All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the district relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. Parents have the right to file complaints with the U.S. Department of Education or the State Department of Education concerning alleged failures by the District to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The District has developed a Local Compliance Plan for implementation of Special Education, and this plan is available for public review during regular school hours on days school is in session in the Office of the Superintendent of Schools.

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty (20) who reside in the district or whose parent/legal guardian resides in the district. This census is compiled as of May 1 each year. This information is treated as confidentially and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes name of each child; parent/legal guardian's name/address; birth date and age of each child; and each child's disability or suspected

disability. Should the District fail to submit an annual census, the State Board of Education may withhold state aid until the census is admitted. If you have a child with a disability or know of a child with a disability that is not attending the public school, please contact the school district.

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

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

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

The following activities will occur in the investigation:

- Record. A written record of the investigation will be kept.
- Notification of LEA. The LEA will be notified of the complaint within five days of the complaint being filed.

- Resolution at LEA. The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
- Report by LEA. Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
- Verification. Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
- Appeal. The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.
- How are complaints related to equitable services to nonpublic school children handled differently?
- In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).
- How will appeals to the Department be investigated?
- The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.
- 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.
- Programs include Title I, A, B, C, D, Title II, Title III, Title IV, Title IV.A, Title V
- In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C)

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

PUBLIC NOTIFICATION

The Drexel R-IV School District strives to recruit, retain, and support teachers who have met state qualifications and licensing criteria for grade levels and subject areas in which the teacher provides instruction. Within the academic programming offered by the District, the School District receives federal funds for Title I services and willingly chooses to participate in this program. As part of this program the District must offer parents the opportunity to request credentials for all teachers. If you would like to receive a copy of your child's classroom teacher's credentials, or the professional licenses of any administrator, please contact the Central Office and/or the Federal Programs Director at 816-652-0401 or your child's building level principal.

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

Students and families who have challenges with traditional or regular housing may contact the school district for support under the McKinney-Vento Homeless Education Act. These students will be provided additional assistance as required by federal statute and with all supports and assistance available within the Drexel School District and community. The Homeless Education Coordinator/ Foster Care Liason may be contacted at 816-652-0401 or via email at ldouglas@drexelbobcats.net.

Students who are being educated at home or in private settings may participate in federal programming provided by the Drexel R-IV School District. To provide input on the interactions of the public program with the non-public programs, or to access these services, please contact the Principal at 816-652-0402 or via email at gfrench@drexelbobcats.net

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

Additionally, any parent/patron needing information regarding the federal regulations and requirements of the Every Student Succeeds Act (for example: complaint procedures, educational programs, instructional procedures, etc.), please contact your students building level principal. As always, it is the primary goals of the Drexel R-IV School District to provide the highest quality education to our young people while simultaneously working to serve our larger school community. Please contact the Central Office, the coordinators of each of the programs, or the building level principals if there are ways we can better serve your needs, or if you have ideas and suggestions in which we might further our goal of educating the future.

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

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

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

- Whether your student’s teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:
 - Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
 - Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

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

Respectfully,
 Mr. Terry Mayfield
 Superintendent of Schools

RELEASE OF STUDENT INFORMATION

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

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

