

Community R-VI Elementary Student Handbook

2023-2024



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Community R-VI Elementary School

“One Community - Committed to Excellence”

OUR MISSION

Community R-VI will foster learning, enhance individual potential, build a sense of community pride, and create productive citizens for the future.

OUR VISION

Community R-VI will empower students to develop qualities to be lifelong learners, leaders, and contributing members of society.

Administrative Staff

Superintendent----- Nick Larson
Elementary Principal----- Jessie Mommens

Elementary School Teachers

Preschool----- Jolene Nation
Kindergarten----- DeAnna Curtis
First Grade----- Ashley Davis
Second Grade----- Jordyn Hamm
Third Grade----- Makayla Davenport
Third Grade----- Bethany Thebeau
Fourth Grade----- Candance Campbell
Fifth Grade----- Josie Hess
Fifth Grade----- Miranda Fennewald
Title I ----- Karla Cannon
Title I ----- Karen Stone
Special Education Teacher----- Caryn Atkinson
Special Education Teacher----- McKenzie Gallatin
Speech/Language Therapist----- Amber Forbis

Special Subject Teachers

Art----- Darla Deimeke
Music----- Shawna Penn
Media Specialist/Librarian----- Missy Carter
P.E.----- Stacie Carroz

Support Staff

Elementary Secretary----- Kristi Brooks
Elementary Counselor----- Mackenzie Chism
Nurse----- Lee Ann Meador
Transportation Director----- Dewey Fennewald
Aide----- Gabe Duncan
Aide----- Allyson Meine
Aide----- Lindsay Swaim
Bus Maintenance----- Chris Jung
Technology Coordinator----- Matt Jensen
Process Coordinator/SPED Director----- Amber Forbis
Bus Drivers----- Gabe Duncan, Caitlynn Fennewald, Dewey Fennewald
Bus Drivers----- Carylle Ann Folta, Pete Naisr, Fred Reinwald, Cheryl Snyder
Daytime Custodian----- Tyler Kobush
Daytime Custodian----- Daniella Woodson
Evening Custodian----- Dottie Burch
Evening Custodian----- Gene Burch

Board of Education

Jon Robnett	President
Daniel Schafer	Vice-President
Stephan Schafer	Secretary
Amy Brooks	Treasurer
Rhonda Curtis	Member
Greg Fort	Member
Scott Sims	Member

SCHOOL PROCEDURES

Appointments with Teachers: The staff is willing to make every effort to keep communication open with parents on a constant basis; however, there are times that a more personal meeting needs to occur. In the event that communications via email, telephone, and/or other methods of conversation have not resolved a concern or issue, a face-to-face meeting can be requested with the staff member. Every effort will be made to schedule and hold a meeting within 24 hours or one (1) school day from the request. Our staff reserves the right to invite other staff members to the meeting if appropriate. These meetings will be held at the school at 3:45 p.m. or at a time agreed upon by both parties.

Assemblies: Monthly assemblies will vary based on the particular month and/or celebration. Watch the Community R-VI Elementary Facebook Page for updates.

Athletic Admission: During a game, if a student leaves the building, they are to leave the school grounds and not return. They may not pay to get back into the event. All students are expected to behave at all athletic events. Unruly behavior will lead to suspension from all school-sponsored events. Elementary students must be accompanied by an adult to be allowed to stay.

Attendance: The purpose of the attendance policy is to encourage regular school attendance by all students. There is a direct relationship among attendance, grades, and success in school. Students who are absent from school are not able to participate in class discussions, small group activities, or class experiments. Some of these experiences are not possible to make up; therefore, regular attendance is an important component of the educational process. A student **MUST** not miss more than 7 days of school per semester.

All absences will be counted towards the 7 allowable days, regardless of their nature. Parent-verified absences, doctor excuses, funerals, court appearances, and truancy will all be counted the same towards the 7 days. Documentation of doctors' office visits, funerals, and court appearances will be collected and added to the student's file for future reference.

Because the Community R-VI School District understands the importance of regular attendance, students whose attendance falls below 90% may be referred to Children's Division or the Audrain County Sheriff's Office for educational neglect and/or truancy.

Parents are to notify the school by 8:30 a.m. that their child is absent and to make arrangements for the child's missed assignments. If a student is absent from school, they will not be eligible to attend any evening activities the same day as their absence including, but not limited to, games, plays, concerts, dances, practices, and performances. If we do not hear from a parent, our office will attempt to make a phone call to ensure parents/guardians are aware the child is absent.

Building Use: Classrooms, organizations, or individuals wishing to use any room in the building for a special activity must notify the office. The gymnasium is in regular use during the school day. ***Students must wear tennis shoes to participate in P.E. Purchasing shoes for use in the gym only is NOT necessary.***

Bus: The Board of Education has the right, by State Law, to determine where the student will be picked up for transportation in regard to safety factors and road conditions. Students who ride the bus are expected to observe the following rules:

*All students riding buses on regular routes or on school sponsored trips are under the supervision of the driver and/or the sponsor. Students must obey the driver promptly without arguing.

*The bus driver is in charge of the students and the bus at all times and students will follow directions of the driver.

*The driver has the authority to assign all students to designated seats.

*Each driver is required to submit a bus roster to the Director of Transportation.

*Students must take their seats upon entering the bus and under no circumstances will they move about the bus while it is in motion. Students are to stay in their assigned seats only.

*Students must be on time; the bus cannot wait on those who are late.

*Students waiting for the bus will be at their assigned stop and conduct themselves in an orderly manner.

*Never stand in the roadway while waiting on the bus.

*Wait until the bus comes to a complete stop before attempting to get on or off the bus.

*Unnecessary conversation with the driver is prohibited.

*The school bus is an extension of the classroom and outside of ordinary conversation, classroom conduct is to be observed. The driver is required to report improper language or conduct.

*Students will keep their voices at classroom level.

*Students must not throw paper or trash on the floor of the bus or out of the bus windows.

*Students must not, at any time, extend arms or head out of the bus window.

*Dress code on the bus will be the same as at school.

*Any damage to the bus must be reported to the driver immediately. Any student who causes damage to a bus will be responsible for paying for the damage.

*When leaving the bus, students must observe any directions given by the driver.

*When getting off or on the bus, WALK in a single file line without pushing or shoving. **NEVER CROSS BEHIND THE BUS.**

*Students are not to sit in the driver's seat or tamper with the bus in any way.

*Students are not allowed to consume food or drink on the bus.

*Bluetooth speakers are not allowed to be used on the school bus.

*When students do not plan to ride the bus, they should notify the office. This may be done days in advance.

*Students will not be permitted to board or leave the bus at any point except their destination. Drivers have no authority to deliver students to any place other than school or home without a signed bus pass from the office.

*No weapons, alcohol, drugs, K2, tobacco, vaping devices, or the use of profanity are allowed at any time on the bus.

*Security cameras are in operation on all buses during bus usage.

Any violation of these rules may result in being suspended from riding the bus. If a student is suspended from riding a bus, it is the responsibility of the parent to see that the student gets to and/or from school.

Communicable Disease: If you suspect your child has an infectious disease, **DO NOT** send him or her to school. Take the child to the doctor and have the condition diagnosed.

These are the guidelines in which the school follows concerning attendance with a child who has a communicable disease.

Chicken Pox: Exclusion for six days after appearance of rash, or until all lesions are completely dry, whichever is longer.

Conjunctivitis: Children should not attend school during the acute stage.

Head Lice: Until nit free.

Guidelines for Head Lice: All students found to have evidence of a head lice infestation (lice or nits) will be excluded from school attendance until all nits (silvery oval-shaped lice eggs) have been removed. Parents will be given written materials that explain the reasons for exclusion, and methods to treat the infestation on the hair and in the home.

The school nurse on return to school will examine the child. The nurse arrives at school at 7:30 a.m. and will examine the child for evidence of nits at that time. A parent or guardian **MUST** accompany the child until the child has been determined to be nit free. The student cannot ride the bus until he/she has been determined to be nit free. Any evidence of nits will require exclusion. A log will be kept and those children who have been excluded and returned to school will be reexamined in ten days to ensure that they remain free of infestation.

Impetigo: Exclusion until skin lesions are healed, or until child is under adequate and continuous medical treatment.

Ringworm: Infected child under adequate and continuous medical supervision may attend school.

Scabies: Exclusion until adequately treated.

Guidelines for Scabies: All students found to have evidence or symptoms of a scabies infestation will be excluded from school attendance until treatment has been received. The student will be excluded one day for treatment and an additional day to allow full effect of treatment. In effect, two days of non-school attendance as recommended by the Department of Health, Infection Control. Written notification from the prescribing doctor must be presented upon return to school or the student will not be admitted to school. The notification must show that a physician has treated the student. Parents will be given reasons for exclusion from school, recommendations for the treatment, and have cleaning suggestions to avoid the spread of the infection. The school nurse following return to school will examine the student. The school nurse will do a reexamination after five days following the return to school.

Strep Throat: Children may return to school 24-48 hours after antibiotic treatment is begun. Prescribed treatment should be completed.

Counseling: An elementary counselor is employed by the district to provide counseling services to the elementary school students whenever needed. These services include individual counseling, group counseling, emergency counseling, and referral counseling. The counselor is also responsible for grades kindergarten through fifth learning guidance concepts such as interpersonal skills, conflict mediation, drug refusal skills, personal safety skills, career education, and character education. Parents may refer their children to be counseled for personal situations that require an intervention. Teachers may refer students for counseling when social situations affect student performance for a limited number of visits. In order to seek the service mentioned above, the parent or guardian may call the elementary office to contact the elementary counselor.

Curriculum: Community R-VI Elementary School uses the Missouri Learning Standards to meet our goal in providing the most viable curriculum for our students. Our academic programs are specifically designed to give the students the skills they need to become proficient readers, writers, mathematicians, and problem solvers. Our curriculum provides a framework for the teachers to use for classroom instruction; however, teachers are encouraged to differentiate the lessons to meet the needs of the individual learner.

Damages: Whoever damages school property is responsible for its replacement and for accepting the negative consequences listed in the Discipline Plan.

Directory Information: The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Community R-VI School District, with certain exceptions, obtains your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Community R-VI 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 Community R-VI School District to include this type of information from your child's educational records in certain school publications.

Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Community R-VI School District to disclose directory information from your child's educational records without your prior written consent, you must notify the District in writing.

Community R-VI School District has designated the following information as directory information: Student's name; parent's name; date and place of birth; address; telephone listing; photograph, date and place of birth; dates of attendance; grade level; participation in officially recognized activities and sports; weight and height of members of athletic teams; and degrees, honors; awards received; bus assignment; enrollment status; artwork or coursework displayed by the district; most recent previous school attended; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.

Discipline: The school staff has authority over all students on school grounds at all times and over all students during school-sponsored trips and activities. Students are expected to follow the school rules. The staff and administration of Community R-VI believe that students deserve the best possible learning environment. In order to provide this, we will maintain a well-disciplined environment.

Discipline in our school is based on safety, respect for others, and fairness. The main goal in school is to obtain an education. To learn the most in any one class requires being able to listen, participate, share, and concentrate without interference. Community R-VI District protects students' rights to an education without interference.

Dress Code: The Board of Education and the administration feel that the home should exercise the necessary authority to establish proper dressing habits. Parents of students in the elementary should

decide what their children would wear to school as long as students are neat, clean, and not disruptive to learning. It is our philosophy not to deny any student the educational opportunities provided by the school district. However, it is the Board of Education's responsibility to see that the proper atmosphere is maintained so that all students have an opportunity to learn.

Students are to display personal cleanliness and wear appropriate clothing at all times. At no time should a student's dress be disruptive to the educational process. Any manner of appearance that disrupts the learning process of the Community R-VI District is not acceptable.

Sponsors of student activities, or teachers of certain classes, may require a stricter dress code to encourage safety and proper performance.

All students must be fully clothed, neat, and clean, for the health and welfare of all. Clothes must be in good taste, with no derogatory patches or slogans (avoid topics of drugs, alcohol, sex, violence). Parents and students should adhere to the following guidelines:

- 1) Shoes or sandals must be worn. Students may not wear shoes with rollers.
- 2) Shirts and blouses must be kept buttoned, except when worn over another shirt as a layered look.
- 3) Garments must overlap sufficiently so that during normal movement and sitting, the midriff is not exposed.
- 4) No clothing may be worn with writing, drawings, or emblems that are obscene, derogatory, gang-related, or racially offensive.
- 5) Halters, backless clothing, swimsuits, or see-through garments will not be permitted at school.
- 6) Tight fitting shorts or pants and extremely short or revealing shorts will not be permitted. Trousers, pants, and jeans must be pulled to an appropriate level, zippered, and fastened.
- 7) Students may not wear bandanas, hats, or caps in the school building.

Drills: Fire, earthquake, tornado, and lockdown drills will be held periodically. The intercom/alarm system will notify the classrooms of the drills. Follow the procedure diagram and remain at the indicated place of safety until told the drill is over. Students are to be quiet during the entire drill. All students are to stay with their teacher unless instructed to do otherwise by the teacher or principal.

Drug Free: The Board of Education believes that smoking and the use of any tobacco product is detrimental to the health and well-being of staff and students. Therefore, the Board prohibits the use, sale, transfer, and possession of tobacco products at school and at school activities.

Alcohol and Drug Use: The improper use of controlled substances, alcohol, and substances represented to be such is detrimental to the health and welfare of students and is detrimental to discipline in school. Such conduct, as well as the possession of drug paraphernalia, is prohibited and is subject to disciplinary action as set forth in Regulation 2610. June 2013.

Due Process-Student Matters: A student(s) will be afforded due process when a disagreement or conflict occurs involving school personnel. A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel. Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed, and the resolution pursued in accordance with local district policy:

Although no member of the community shall be denied the right to petition the Board of Education for redress of a grievance, the Board will refer the complaints through the proper administrative channels for solution before investigation or action. Exceptions are complaints that concern Board actions or Board operations only. The Board advises the public that the proper channeling of complaints involving instruction, discipline, or learning materials is as follows: 1. Teacher, 2. Principal, 3. Appropriate Central Office Administrator, e.g., Assistant Superintendent or Director of Student Services, Assistant Superintendent, or Director of Personnel, Assistant Superintendent or Director of Curriculum and Instruction, 4. Superintendent, 5. Board of Education. Any complaint about school personnel will be investigated by the administration before consideration and action by the Board.

If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself.

Anyone wishing more information about this procedure or how complaints are resolved may contact local district or Department personnel.

Early Checkout: If it becomes necessary for a student to leave school early due to an illness or a doctor's appointment, a parent or guardian must report to the school office to sign the child out. An emergency contact person may pick up a child only if a parent has notified the school ahead of time by a phone call or a written, signed note. Only those on the form signed by the parent will be allowed to pick up a child unless a *written note* is sent or a phone call is made to allow permission for someone else. If the individual picking up the child is not familiar to the district staff, a photo I.D. may be required.

Do not call ahead and ask that your child be waiting in the office to be picked up. Please only pick your child up early if absolutely necessary as it affects attendance and takes away from learning.

Emergency Closing of Schools: Whenever it becomes necessary to close or alter the bus schedule for emergencies such as snow or ice storms, dense fog, extreme heat, failure of the heating plant, etc., the following policies will be followed:

- 1) The announcement will be made on the following radio stations KXEO-AM (1340), KWWR-FM (95.7), KPLA-FM (101.5), and the following television stations KOMU (Channel 8), and KMIZ (Channel 17) as soon as the seriousness of the emergency can be determined;
- 2) During inclement weather, please listen to the radio, as any alteration to the school hours will be announced;
- 3) The School District will communicate with parents through the automated calling, email, and/or texting system. Posts will also be made on our school webpage (www.CR6.net), Facebook (www.facebook.com/CR6Trojans), and Twitter (twitter.com/CR6Trojans).

Emergency Plans: The superintendent has the responsibility of developing and maintaining the district's emergency plans. Emergency preparedness drills (fire, severe weather, tornado, bomb threat, and civil emergency) will be developed by the superintendent in cooperation with the building principals.

A sufficient number of drills will be conducted in each building to give instruction and practice in proper actions by staff and students.

Extra Curricular Activities: The Board of Education, teachers, staff, and administrators at Community R-VI Schools are committed to good sportsmanship. Extracurricular activities are provided for the education and social experience of the student and school community. We hope to have as many students as possible attending all events at school. However, it is important that the students remember appropriate behavior is a MUST. Attendance at games, plays, dances, etc. is a privilege that Community R-VI offers the student body.

Sportsmanship: Sportsmanship is an integral part of any extracurricular activity. Every student that walks away from an activity has learned something about sportsmanship, whether it is good or bad. Teaching good sportsmanship is a challenge for every school. All participants and spectators are involved in the challenge of sportsmanship. Each person is responsible for individual actions and are asked to display good sportsmanship in all athletic and activity endeavors. Sportsmanship is key to a successful program.

Simple Guidelines: When attending extracurricular activities, the regular school day Code of Conduct should be followed. Wherever Community R-VI is participating in an extracurricular activity, students are subject to the rules and regulations of Community R-VI Schools. Any student who leaves the building during an event will not be readmitted. Additionally, any student who goes outside is to leave the school grounds. When you arrive at an activity, you are expected to sit and watch the activity. Stereos and jam boxes are inappropriate and should not interfere with the activity.

Consequences:

1st offense: The student will be asked to stop behavior (if the behavior is extreme, more severe consequences could occur) and the student's parents will be notified.

2nd offense: If there is a second offense during the year, the student will be asked to leave the activity, and the student's parents will be notified.

3rd offense: If there is a third offense during the year, the student will no longer be allowed to attend extracurricular activities (including athletic events) for the rest of the school year and the student's parents will be notified.

Field Trips: A student must be in Good Standing in order to attend field trips. In order to be in Good Standing, all lunch balances and other fees will need to be paid. Also, any overdue library books or missing school materials will need to be paid for if lost.

Expectations of behavior are the same on field trips as they are at school. Teachers choose destinations that are relevant to the curriculum and deemed age-appropriate for each grade. There is a cost associated with some of these trips, although teachers do their best to keep the cost low. Because tickets must be purchased ahead of time, field trip costs are considered non-refundable. Field trips are considered a privilege. Certain discipline referrals may result in loss of this privilege.

Some activities will be ticketed, so only students and school personnel may attend. However, if venues are open to the public, parents may choose to attend. Parents must provide their own transportation to and from the field trip. Students must ride to and from the field trip destination on the school bus. While parents are invited to join their child's assigned group, at all field trip locations and at all times, students must stay with the school adult that they are assigned to.

Fund-raising: The only door-to-door sales permitted are for the PTO fundraiser. No items are to be sold during class time.

Grading Scales:

Kindergarten - Second Grade		Checklist of Outcomes			
3rd - 5th	B+ = 87-89	C+ = 77-79	D+ = 67-69	F = 0-59	
	A = 95-100	B = 83-86	C = 73-76	D = 63-66	
	A- = 90-94	B- = 80-82	C- = 70-72	D- = 60-62	

Grievances: Problems are easier to resolve if those presenting them also present a solution. Staff members and parents are to attempt to solve problems between themselves first. If not solved, problems are then taken to the principal. If the problem is not resolved in a reasonable length of time, the superintendent is to be contacted. If the superintendent cannot resolve the problem, it is taken to the School Board.

Homework: Homework is valuable to students if it is in balance with classroom work and if it is given for the proper purpose. The purpose of homework is to review and solidify learning experiences that have already occurred in the classroom. Homework is given to the student as practice of what has been taught in order to effectively learn that concept. Since this is meant to be a learning strategy, homework should be tailored for the age group, and not be excessive.

Injury or Illness: A student who is too ill to remain in class or who has been injured will be sent to the school nurse. If it is necessary for the student to go home, the school nurse will contact the parent(s). If your child shows symptoms of diarrhea, vomiting, or has an oral temperature greater than 100.4 F, consider him/her contagious. Please keep the child out of school for 24 hours after he/she is symptom free.

Internet Usage: The Board of Education recognizes that it is important for students to have access to electronic-based research tools and to master skills for their application to learning, problem solving, production of work, and presentation of information. The Board also recognizes that while these resources represent extraordinary learning opportunities and enriching educational materials, they also offer persons with illegal, immoral, or inappropriate motives avenues for reaching students, teachers, staff, parents/guardians, and members of the community. Additionally, these resources present tempting opportunities for users to explore areas that are either confidential, have restricted access, are inappropriate, or are disruptive to the classroom or workplace. It is the purpose of District policy and regulations to outline acceptable student and employee behavior with respect to use of District technology and electronic resources.

In-School Suspension: In-school suspension is a structured disciplinary action in which a student is isolated or removed from regular classroom activities but is not dismissed from the school setting. The principal/designee may assign students to the in-school suspension program for a reasonable and specified period of time. Students will be expected to complete all classroom assignments designated by the teacher while in ISS.

Invitations/Parties: If your child would like to bring invitations to school for a party at home or elsewhere, make sure that all children in the class are invited. Otherwise, please make other arrangements to distribute invitations off campus.

Please check with your child's classroom teacher to make arrangements to celebrate birthdays. When food items are brought to school for special events such as birthdays, the items must be commercially prepared. This includes store bought items as well as items purchased from a commercial bakery. Items must be brought to school in the original packaging.

Library: Each class will visit the library weekly. During this library time, students will have the opportunity to check out books to take to their classroom and be exposed to a variety of literature and library skills per the curriculum developed by the State of Missouri.

Lost and Found: The office will keep lost and found items in the hallway or office until the end of the semester. If a student is missing an item, they may come to the office (with permission) during a recess, before school, or break time. We encourage parents to check lost and found for items that their child is missing. **PLEASE LABEL COATS, JACKETS, LUNCH BOXES, and BACKPACKS with child's name!**

Lockers: A locker is assigned to each student at the beginning of the year. This is the only locker the student is to use during the year unless another is assigned by the principal or teacher. Each student is responsible for his/her locker and possessions. No beverages or opened food items are to be in the lockers. The lockers are property of the Community R-VI School District and are subject to inspection by authorized school personnel at any time without warning. The school is not responsible for stolen items. Students may use a lock that is opened with a key to secure their locker. However, the student must provide his/her own lock, a key for the office, a key for the locker partner (if applicable), and the classroom teacher. If a student chooses not to have a lock, the school is not responsible for loss or theft of any articles.

Students in 3rd grade and above must sign an acknowledgement concerning the use of student lockers. The acknowledgement states that students and parents need to understand that:

- 1) Student lockers are the property of the Community R-VI School District;
- 2) Student lockers remain at all times under the control of the Community R-VI School District;
- 3) Students are expected to assume full responsibility for their locker; and
- 4) The Community R-VI School District retains the right to inspect student lockers for any reason at any time with notice, without student consent, and without a search warrant.

Make-Up Work: In the case of absence, students will be allowed one make-up day for each excused day he/she was gone to complete homework. Make-up work will not be accepted after that time, unless the teacher provides a special extension. If a student misses a class or a day/days of school, the teacher will supply the student with the make-up work. Make-up work does not apply in case of suspension. If your child is absent, please notify the office prior to lunch how the homework is to be sent.

Meals: The Board set the 2023-2024 breakfast prices at \$1.40 per student and \$1.80 per adult. The Board set the lunch prices as follows: \$1.75 per elementary student; \$2.00 per secondary student; and \$2.70 per adult. The Board set the milk price at \$0.45 per carton.

Breakfast and Lunch Charge Policy: If a student has a negative balance of \$12.00, the student will be served a cheese or peanut butter sandwich with milk.

No gum, candy, or soda will be allowed in the elementary building even for home lunches, except for parties or as a reward given by a teacher.

Due to safety concerns, student use of the microwave is prohibited. If you need to keep your child's lunch warm, we recommend sending a thermos container.

Parent Involvement: The Board of Education recognizes the positive effects of parents'/families' involvement in the education of their children. The Board is committed to strong parent/family involvement in working collaboratively with district staff as knowledgeable partners in educating district students. In order to implement the Board's commitment to parent/family involvement in education, the superintendent will appoint a committee of parents, staff, and community representatives to serve as the district's Parent-Teacher Organization. The Organization's responsibilities will include recommendations for program development, parent/staff training, and program evaluation. Program evaluation reports will be prepared and submitted to the Superintendent annually by June 1.

Parties: Halloween, Christmas, and Valentine's Day are the holidays celebrated at school from approximately 2:30 p.m. to 3:30 p.m. (times subject to change) for grades PK to 5th. When food items are brought to school for special events such as parties, the items must be commercially prepared. This includes store bought items as well as items purchased from a commercial bakery. Items must be brought to school in the original packaging. Special parties are discouraged and must have the principal's permission to take place. The district does not pay for these parties. Gum is not allowed in the elementary building. **No candy or soda will be allowed in the elementary building except for parties or as a reward given by a teacher.**

P.E.: A doctor's excuse is needed if a child is not able to participate in P.E. for more than three (3) consecutive days. Students must wear tennis shoes to play in P.E.

Perfect Attendance: Any student who has been in attendance 99-100% during the school year will be considered to have perfect attendance. Perfect attendance certificates will be awarded during the awards ceremony at the end of school to those students who have perfect attendance.

Personal Items: Students are not to bring valuable items to school, as the school does not assume responsibility for any loss or damage to personal items. Toys and other personal items are not to be brought to school. In the event they chose to bring things, it will be taken from them and a parent will have to come pick it up.

Reading Circle Certificate Requirements: Following is listed the number of books that a child must read in order to receive a Reading Circle Certificate. The total number of books that a child must read has been listed by grade level and has been broken into the number of fiction and non-fiction books required.

	K	1	2	3	4	5
Fiction				11	12	13
Nonfiction				5	6	7
Total	10	12	14	16	18	20

Recess: All elementary students are to go outside for recess unless the teacher keeps them in to finish work, or the parents send a note requesting that the student stay in for health reasons. Every student must have a warm coat that closes securely, a head covering, and gloves or mittens during cold weather. **Students are not to be on the equipment unless under the supervision of a school official; this includes school events such as PTO meetings and athletic events.**

Registration: All students are to be registered in the office.

Reporting Grades: The grade cards go out at the end of each quarter to each student who has attended 20 days of that quarter. Progress reports will be sent home the sixth week of each quarter to inform the parents of both the academic and behavioral progress of their child.

Restrooms: Students are not to be allowed to linger in any unsupervised area. Regular restroom breaks are taken by the entire class to eliminate any student from wandering the halls unsupervised. Noise is an open invitation to the teacher to enter either restroom.

Room Mothers/Fathers: All parents are given the opportunity to be a room mother or father through our Parent Teacher Organization.

School Hours: Students are not to be in the building before 7:30 a.m. In order to assure all students are safe and accounted for, PARENTS ARE NOT TO SEND THEIR CHILDREN PRIOR TO THIS TIME. THE COMMUNITY R-VI SCHOOL DISTRICT WILL NOT BE RESPONSIBLE FOR SUPERVISING STUDENTS OUTSIDE THE STATED TIMES. A tardy bell rings at 7:47 a.m. and the school day begins at the 7:50 a.m. bell. Students are considered tardy after 7:50 a.m. Students are not to leave until 3:40 p.m. The instruction time MUST be guarded from all interruptions. Students should be taken out of class ONLY for emergencies. If such an emergency should occur, the parent or guardian must sign a note explaining why and when the student must leave. Parents must then go to the **office** to pick up their child. Parents are to sign the check in/out form in the office when bringing students in late or taking them out early. Parents who pick up their children after school **must** park in the front lot for the children's safety. If a student arrives after 7:50 a.m., a parent/guardian must walk them in and sign them in.

Student Drop Off/Pick Up: Buses will arrive at school at approximately 7:30 a.m. in the morning. They will unload in the front circle drive. Parents arriving before 7:45 a.m. to drop off a student will need to park in the parking lot and wait until the buses leave. After the buses exit the circle drive, parents can exit the parking lot and drop off students in the circle drive. At the end of the school day, parents picking up students can enter the circle drive at 3:20 p.m. Students who are car riders will be released at 3:25 p.m. After all cars have exited the circle drive, the buses will enter and begin to load. If you arrive after 3:25 p.m. to pick up your child, you must wait in the front parking lot until the buses leave. When picking up a student early from school for an appointment, you must enter through the front. The back entrance is for staff and high school students only.

Daily changes to your child's transportation must be limited to emergency situations only. When changes are made to this daily routine, children often become confused and forget where they are going from day to day. If you have a need for a change due to an emergency, we ask that you send a written note explaining the necessary changes. If possible, discuss the change with your child so that he/she understands what to do after school. In the event that a change must occur during the day, the office must be notified by 2:30 p.m. in order for the change to be honored.

Student Evaluation Forms: Occasionally, parents will request that a teacher fill out an evaluation form for a doctor or other agencies outside the school. All evaluation forms must accompany a note from the doctor or agency requesting the information. All forms will be mailed to the doctor or agency and will not be given to the parent.

Telephone: Instruction time is not to be interrupted by telephone calls, except in an emergency. The caller will be asked to leave a message to be delivered later. Students are to use the telephone only in an emergency. Students will not be allowed to use the phone to make arrangements to have friends over after school.

Testing: Tests should be used as tools to improve instruction. The result may be a change in teaching strategies, or the identification of those who do not understand a concept, so that they may be retaught. Special Education teachers will administer tests only to those students who have it written in his/her I.E.P. Any test that is to be administered by a Special Education teacher will be previously arranged.

Textbooks: Textbooks and classroom books are provided for the students by the district. Remember that books are a valuable tool in a student's education. Also, they are expensive to replace; textbooks typically cost over \$30 to purchase. The books are the property of the district and each student is responsible for the books that are issued to him/her. Students/parents are responsible to pay for any serious damage, such as a bent cover, loose binding, dirt stained, etc. When books are returned to the teacher at the end of the year, they will notify the office and parents if a student needs to pay for any damages that he/she may have incurred. All damaged/lost book fees must be paid before the students will receive their end of the year report card. The cost of the damage will be dependent upon the age of the book and extent of the damage.

Tiny Trojans Requirements: Tiny Trojans enrollment will begin with 4-years-old and will be selected by an eligibility team after preschool screening has been completed. They must be completely potty trained, including nap time. No diapers or pull-ups will be allowed. We do understand that even potty trained children will occasionally have toileting accidents. By definition, "accidents" are unusual incidents and should happen infrequently.

The following protocol will be followed for children who have accidents:

1. Parents/Guardians will be notified if an accident happens.
2. The classroom teacher will document all accidents.
3. The classroom teacher will document the efforts that have been made to help prevent accidents.
4. The classroom teacher will consult with the school principal about situations that may arise. The principal will offer input and feedback regarding the given situation/accidents and prevention in the future.
5. Community R-VI reserves the right to terminate any child's enrollment if accidents are frequent despite our efforts to ensure that they are successful in the restroom.

Tiny Trojans Tuition: Preschool tuition is \$80.00 per week. Payments are due for the week on Tuesday. If payment is not received by Thursday, your child will not be able to attend until the payment is received. You may pay weekly, biweekly, or monthly. If payments are more than five days late (weekly or monthly), your child will lose their place and their name will be moved to the bottom of the waiting list. In the event that your child is absent from school or the school is closed due to weather, you will still be required to pay tuition.

Visitors: If a visitor is scheduled during the school day, the principal's office should be notified. All visitors must check in at the office immediately upon entering the building. Trespassers will be prosecuted. Entry into the elementary school should only be through the front double doors off the circle drive.

Visitors will be asked to sign in upon arrival and wear a visitor's badge while in the building. They will return the badge when they sign out and exit.

Parents who wish to speak with or meet with their child's teacher or a member of our administration, an appointment must be made in advance and may be held before school, after school, or during a teacher's planning period. Due to the disruption of the educational process, visitors accompanying students during the school day will not be permitted. Also see Section: "Appointments with Teachers."

Volunteers: The District encourages participation of parents and citizens of the community to volunteer in the schools in order to serve as additional resources to the teachers and students. Prior to serving as a volunteer, each individual who may have unsupervised contact with a child must complete an application for the position, have a satisfactory criminal records check, and have a check of the child abuse/neglect records maintained by the Missouri Department of Social Services.

Withdrawal: The office must be notified when a student plans to terminate his/her enrollment at this school. Parents will fill out and sign a *Consent of Release of Information* that will be sent to the transferring school district. The students must pay all debts and return borrowed materials prior to the release of permanent records to another school.

Workroom: This room is maintained for faculty and staff only. Students are never to use this room.

MEDICATION PROCEDURES

Only the school nurse or the principal's designee will administer medication, if under exceptional circumstances a child is required to take oral medication during school hours without the parent at school to administer it.

Guidelines:

1. Instructions written and signed by the parent, and a note signed by the physician, which include the following are required: child's name, name and purpose of medication, time, and dosage to administer, and date to terminate administration of medication.
2. Non-prescription medication may be sent to the school nurse for proper administration if the above instructions are written and signed by the parent.
3. Parents are to keep the school nurse informed of the status of their child's health and all medication changes.
4. The school nurse will inform the appropriate school personnel of medication procedures and keep a record of the administration of medication. He/she will keep all medication in a locked cabinet and discard or return unused medication when time to terminate its administration.
5. The school district may refuse requests to oversee the administration of medication to anyone at any time.
6. Students seen taking unauthorized medication will be sent to the principal. The principal will inform parents.

-----MEDICATION

Date _____
(name of student)

has my permission to take _____
(name of medication)

for _____ until _____
(purpose) (date to stop) He/she

is to take _____ at _____
(amount) (what time)

I release school personnel from liability should any reactions result from the administration of this medication.

Parent/Guardian's Signature _____

Physician's Signature _____

(ALL DRUGS ARE TO BE SENT TO SCHOOL IN THE ORIGINAL CONTAINERS. A SECOND LABELED CONTAINER MAY BE OBTAINED BY THE PHARMACY FOR PRESCRIPTION MEDICATION TO BE SENT TO SCHOOL. HOWEVER, YOU MUST ASK FOR THE BOTTLE; THE PHARMACIST WILL NOT OFFER IT TO YOU).

DISASTER DRILLS

Disaster drills are conducted periodically and are important safety precautions. It is essential that when the signal is given, everyone evacuate the building as quickly and quietly as possible.

Fire Drill: Upon hearing the signal, everyone should immediately stop what he/she are doing and evacuate the building according to the fire drill evacuation plan on the following page. Teachers will be responsible for taking roll; therefore, they **must** take their roster. It is imperative that everyone knows the evacuation procedure for each area they work during the day. Absolutely no stopping at lockers or restrooms. Students should leave their books on their desks. Girls can take their purse **if** they can readily access them.

All exits should be cleared at least 200 feet. As soon as a teacher's class has cleared the exits, the teacher should take roll. Any missing students need to be reported to the principal immediately. If the building is on fire, the speed and accuracy with which this report is made could save a life.

Tornado Drill: Upon hearing the signal, everyone should move quickly through the halls, stay near the sides of the halls, and remain silent as they proceed to their designation. Students should leave all books on their desks; there will be absolutely no stopping at lockers or restrooms. When the students have reached their destination, they should kneel on the floor, put their heads on their knees, and cover their heads with their arms. Everyone **must** remain silent. Teachers will need to make certain decisions concerning the changing of lines during the evacuations. The most important part of the plan is to keep the lines moving and getting to their destinations quickly and orderly. Teachers should take their roster so that roll can be taken. **Always stay away from doors and windows.**

Earthquake Drill: Upon given the signal, everyone should move quickly and quietly away from the windows or other potential hazards. Get under a desk or other shelter, or against an inside wall. Assume a drop position and be silent so directions can be heard. Stay in drop position until drill is over and until further instructions are given.

Lockdown Drill-Not Immediate Danger: After hearing the signal, all staff immediately looks in the hall and instructs any student in the hall to come into their classroom immediately. Teachers are to secure their classes by closing and locking classroom doors and windows. All other staff is to lock themselves in a room. Rosters need to be located and checked. All rooms are to notify the office when their area is secure and if any students are in their classroom from the hallway or if any of their students are not in the classroom. Teachers may resume teaching once the room is secured and the office has been notified, as long as the activity does not require anyone to leave the classroom. Everyone is to stay in the area until they are instructed over the intercom system to do otherwise.

Lockdown Drill-Immediate Danger: After hearing the signal, all staff immediately looks in the hall and instructs any student in the hall to come into their classroom immediately. Teachers are to secure their classes by closing and locking classroom doors and windows. All other staff are to lock themselves in a room. Teachers are to shut off all lights and electrical equipment. Rosters need to be located and checked. All rooms are to notify the office when their area is secure and if any students are in their classroom from the hallway or if any of their students are not in the classroom. Students and teachers are to move to a "safe zone" in the room (move to the floor and/or against a wall). Students are to lie under any items available. Everyone is to remain quiet. Everyone is to **STAY PUT** until instructed over the intercom system to do otherwise. Please do not call the school during that time!

EMERGENCY AND EVACUATION PROCEDURES

TORNADO EVACUATION PROCEDURES

Elementary/Middle School: In the event of a windstorm or other emergency, the elementary and middle school buildings will go to the following:

- All students in the basement will stay in their rooms in the basement.
- All students in the gymnasium/cafeteria will go to the basement.
- All students in middle school, vocal, music, and preschool classrooms will go to the basement.
- All students in classrooms on the east side of the elementary building will follow the east wall and go to the basement.
- All students in classrooms on the west side of the elementary building will follow the west wall and go to the basement.

Library/Art Room/Gymnasium Building: In the event of a windstorm or other emergency, the library, art room, and gymnasium building will go to the following:

- All students in the gym will go to the girls' locker room.
- All students in the art room and library will go to the boys' locker room.

Remember seconds count.

IN THE EVENT OF AN EARTHQUAKE

1. If inside the school building at the time of an earthquake:
 - a. Move away from windows or other potential hazards.
 - b. Get under a desk or table or other shelter or against an inside wall. If shelter moves, move with it and stay under it.
 - c. Assume a drop position and be silent so directions can be heard above the noise of the earthquake.
 - d. Stay in drop position until the earthquake is over and/or until further instructions are given.
 2. After the initial shock and things settle down, teachers will evacuate classrooms, being alert to the possibility of aftershocks.
 3. When leaving classrooms, teachers should make every effort to take with them the roster, emergency supplies, and the 2 gallons of distilled water stored in the classroom. Announce that nobody is to return to the classroom unless authorized to do so.
 4. Teachers and students will follow the Fire Emergency Plan, take attendance, and when authorized, take the children to designated areas (H.S.-front, Elementary-out by bus barn), or re-entry to school buildings when approved.
 5. In case of an earthquake during class changes, the students are to go to the teacher of the last class period after evacuating the building.
 6. School will remain open indefinitely until every child has been released to parents or authorized persons.
- B. Outside the school building
1. If outside the school building or walking to or from school when an earthquake occurs.

- a. Get clear of all buildings, trees, exposed wires, or other hazards that may fall. The safest place is in the open.
 - b. Assume a drop position until the earthquake is over.
2. After the earthquake, if on the way to school, continue to school; if on the way home, continue home.

C. On the school bus

1. Drivers should immediately stop the bus away from hazards.
2. Occupants should assume the drop position under seats if possible or in the aisles.
3. After the quake, if on the way to school, continue to school; if on the way delivering students home, continue to do so.
4. If conditions do not permit such continuation, send a message to the superintendent or principal and wait for assistance.
5. In the event an earthquake should happen during the period when a bus driver is home between routes, the driver is to tend to any immediate emergency at home and then do everything possible to get the bus back to the school as quickly as possible.

DISTRICT/SCHOOL POLICIES

All District Policies are kept updated on the School Webpage. Please refer to the following address for the most recent updates.

<http://www.moconed.com/district/CommunityRVI/district.php>

The following are the policies that are federally mandated to be reported publicly. These have been printed in recent editions of The Vandalia Leader and The Mexico Ledger, and are available on our school webpage.

- *Asbestos**
- *Child Find**
- *Free and Reduced Lunch**
- *Health and Medical Policies**
- *Non-Discrimination**

PUBLIC NOTICE

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Community R-VI School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Community R-VI School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Community R-VI School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement, or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Community R-VI School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information, and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA).

This notice will be provided in native languages as appropriate.

Signs of Drug Use

Changing patterns of performance, appearance, and behavior may signal use of drugs. The items in the first category listed below provide direct evidence of drug use. The items in the other categories offer signs that may indicate drug use. For this reason, look for extreme changes in a person's behavior, changes that together form a pattern associated with drug use. (Note: a person who is not using drugs but who may be having other problems may also exhibit many of these signs.)

Signs of drugs and drug paraphernalia:

- Ø Possession of drug-related paraphernalia such as pipes, rolling papers, small decongestant bottles, or small butane torches.
- Ø Possession of drugs or evidence of drugs, peculiar plants, or butt, seed, leaves, in ashtrays or clothing pockets.
- Ø Odor of drugs, smell of incense, or other "cover-up" scents.

Identification with drug culture:

- Ø Drug-related magazines or slogans on clothing.
- Ø Conversation and jokes that are preoccupied with drugs.
- Ø Hostility in discussing drugs.

Signs of physical deterioration:

- Ø Memory lapses, short attention span, difficulty in concentration.
- Ø Poor physical coordination, slurred or incoherent speech.
- Ø Unhealthy appearance, indifference to hygiene and grooming.
- Ø Bloodshot eyes, dilated pupils.

Dramatic changes in performance:

- Ø Distinct downward turn in work.
- Ø Increased absenteeism or tardiness.

Changes in behavior:

- Ø Chronic dishonesty (lying, stealing, cheating).
- Ø Trouble with the police.
- Ø Changes in friends, evasiveness in talking about new ones.
- Ø Possession of large amounts of money.
- Ø Increasing and inappropriate anger, hostility, irritability, secretiveness.
- Ø Reduced motivation, energy, self-discipline, self-esteem.
- Ø Diminished interest in extracurricular activities and hobbies.
- Ø Association with drug-using friends.

Identifying Students at Risk for Drug Use

Included in every school population are some students who are particularly at risk for drug use and its attendance problems, such as dropping out of school, low academic achievement, behavioral problems, juvenile offenses, and teenage pregnancy.

Many of the factors that place youth at risk for drug use are beyond the control of school administrators and teachers, yet educators often become aware of risk factors because of their students' academic performance or behavior. Among the factors that place youth at risk for drug use are the following:

1. Family history of alcoholism;
2. Family history of criminal or antisocial behavior;
3. Family structure and management problems;
4. Early antisocial behavior and hyperactivity;
5. Drug use or positive attitudes toward drug use by parents;
6. Academic failure, including dropout;
7. Poor school attendance;
8. Long periods of unsupervised time;
9. Lack of motivation to do school work;
10. Alienated or antisocial behavior, including violence;
11. Physical, sexual, or psychological abuse;
12. Health problems, including mental health problems;
13. Teenage pregnancy;
14. Attempted suicide;
15. Poverty and related problems, such as homelessness; and
16. A high crime/high drug use environment.

Youth at risk for drug use need more targeted, extensive drug prevention efforts. Schools and community agencies should undertake more concentrated efforts for such students, including special services such as the following:

- before- and after-school child care;
- counseling services;
- alternative learning programs;
- programs that provide support and information to parents in their native language;
- links to social service or philanthropic agencies for provision of food and clothing for families; and
- youth employment programs, especially in urban minority communities.

Trauma Informed

The following is the web address for information on the Trauma Informed Initiative found on the DESE website. <https://dese.mo.gov/traumainformed>

Missouri Safe Schools Act: What it Means to You and Your Child

Beginning August 28, 1996, all Missouri public schools will operate under a new state law. The law requires school officials to respond to student misbehavior in a particular manner. It is referred to as the Missouri Safe Schools Act and the purpose is to ensure that schools are a safe place for students and employees. The national increase in violent schools acts by students has aroused public concern. This law is a response to that concern. While Community R-VI School District has not had the same increase in violent incidents as large metropolitan areas, we want to be vigilant in keeping our schools safe. The intent of the Missouri Safe Schools Act is to create an environment of no tolerance of violence and to guarantee that violent and potentially violent students will be removed so serious students may pursue their education.

The Missouri Safe Schools Act requires school districts to establish written discipline policies, including whether and how corporal punishment will be administered. These policies must be provided to parents, legal guardians, and students. This *Discipline Policy Handbook* describes the code of conduct expected and the consequences of failure to obey these conduct standards. In addition, each school will include in its Parent/Student Handbook the general discipline rules that must be followed.

It is important for all parents, legal guardians, and students to know that this law stipulates that no drugs, no weapons, and no malicious physical contact will be tolerated in schools, on school grounds, on school buses, or at school activities. School officials are required to act quickly and decisively when these incidents occur. Some of these incidents now carry a one-year mandatory suspension from school. Further, these incidents are required by law to be reported to the police and documented in the student's discipline file.

The Community R-VI School District has practiced most of the new law requirements for several years. However, the new law mandates specific consequences for some actions, expands the kind of incidents that must be reported to law enforcement officials, and requires documentation in the student's discipline file. For example, any physical contact in a malicious manner between students may be reported to law enforcement officials. Since age is not a consideration, the law applies from kindergarten age to high school seniors. In all cases covered by this law, school officials will be exercising reasonable judgment concerning what is reported to law enforcement officials. Little doubt exists that we will see an increase in the number of reports to law enforcement officials. Parents and guardians will be informed when a police report is filed.

While this law requires school officials to respond decisively, it is important to note that students and parents or legal guardians will assume a greater responsibility. This is an important point. It means that parents and guardians must take care in teaching their children self-discipline and conflict resolution skills. Students must understand that schools, school grounds, and school buses are not a place for violent or disruptive behavior.

INTRODUCTION

The purpose of these policies is to ensure a safe and orderly environment for learning in the Community R-VI School District. The policies provide clear statements of expectations and consequences. The legal authority for establishing such policies is found in sections 160.261, 162.680, 167.020, 167.161, 167.171, 170.260, 195.017, 195.214, 195.246, 195.248, 304.076, 574.085, 575.090, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, and 12.

PHILOSOPHY

Public schools have the responsibility to provide public education for children. To discharge this function effectively and equitably, school authorities and parents must ensure an environment in each school that is safe and conducive of the learning process. In this regard, the student discipline code becomes an integral component of the education process and a symbol of commitment by parents, students, and school staff to maintain a safe and effective learning environment.

STUDENT RIGHTS AND RESPONSIBILITIES

Each student has the opportunity for a free education in the most appropriate and least restrictive environment. While obtaining this education, the student has all rights afforded to him/her by the United States Constitution and has a right to be educated in a safe environment conducive to learning. The student will not be discriminated against. The student will be fully informed of all school rules and regulations. Each student has the responsibility to achieve academically to his/her personal best. While in the learning environment, the student must respect all rules, regulations, administrators, and teachers. The student will respect the human dignity of others and their inalienable rights. The student will obey all applicable laws and carry only those materials that are acceptable under the law. The student agrees to accept the consequences of not abiding by these rules and regulations.

CONSEQUENCES OF FAILURE TO OBEY STANDARDS OF CONDUCT

We believe that standards of conduct must be maintained in order to ensure an orderly, safe atmosphere conducive to learning. School personnel responsible for the care and supervision of students are authorized to hold every pupil strictly accountable for any disorderly conduct in school or on District owned property or during school sponsored activities.

Teachers, authorized school personnel, and volunteers who are responsible for the care, supervision, and discipline of students shall not be civilly liable when acting in conformity with this policy.

GENERAL DISCIPLINARY PROCEDURES AND ACTIONS

Disciplinary actions for behavior violations will be taken by responsible staff members to remediate and/or correct unacceptable student behavior. Administrators and staff members will evaluate the information obtained, review the disciplinary options, and determine the appropriate consequences for the behavior.

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 board policies and regulations on student suspension and student expulsion. Students will have knowledge of all charges against them and have the opportunity to present their defense on any incident in which they may be involved.

If the student is dissatisfied with any decision, he/she has the right to appeal through the following channels: 1) Building Administrator; 2) Superintendent of Schools; and 3) Board of Education. Appeals to the Superintendent of Schools and/or the Board of Education will follow board policy 2671, Student Discipline Hearings.

CORPORAL PUNISHMENT

Corporal punishment is authorized by law (RSMo 563.061). However, no person employed by or volunteering on behalf of the Community R-VI School District shall administer or cause to be administered corporal punishment upon a student attending district schools (Board Policy 2670, Corporal Punishment).

SPECIAL EDUCATION STUDENT DISCIPLINE

Students who are determined disabled will be disciplined in accordance with board policy 2672, Discipline of Students with Disabilities.

Prior to implementing a long-term suspension (more than 10 days) or short term suspension that would result cumulatively in more than 10 days out of school, the IEP committee must be convened. The committee must determine whether the behaviors exhibited are a manifestation of the disabling condition and if the current placement is appropriate. If the behaviors under consideration **are not** determined to be a manifestation of the disability and if the current placement is found appropriate, the district may suspend and then return the student to the original placement.

If the behaviors under consideration are determined to be manifestations of the disability, the team must conduct a review of the IEP to determine if goals and objectives should be modified or other goals and objectives included in order to address the behavior problems. In addition, the IEP committee might consider a change in educational placement. The director of special education must receive notification prior to suspension of any disabled student.

REPORTING

School administrators shall report acts of school violence to teachers and school district employees with a need to know. In addition, any portion of a student's Individualized Education Program (IEP) that is related to demonstrated, or potentially violent, behavior shall be provided to any teacher and other district employees with a need to know.

Teachers and school district employees who have a need to know will also be informed by the Superintendent or designee of any act committed by a student in the district which is reported to the district by a juvenile officer in accordance with state law. The Juvenile Office report shall not be used as the sole basis for denying educational services to a student.

Any teacher who is aware of an incident in which a person is believed to have committed an act that if committed by an adult would be first, second, or third degree assault, sexual assault, or deviate sexual assault against a student or school employee, while on school property, buses, or at school activities, shall immediately report such incident to the principal. The teacher shall also inform the principal if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

The following definitions and terms apply:

1. *Acts of School Violence/Violent Behavior* - The exertion of physical force by a student with the intent to do serious physical injury to another person while on school property, including a school bus in service on behalf of the district, or while involved in school activities.
2. *Serious Physical Injury* - Physical injury that creates a substantial risk of death or that causes serious disfigurement or protracted loss of impairment of any part of the body.
3. *Serious Violation of District's Discipline Policy* - One or more of the following acts if committed by a student enrolled in the district:
 - a. Any act of school violence;
 - b. Any offense that occurs on school grounds, on school buses, or at any school activity that is required by law to be reported to law enforcement officials, and
 - c. Any offense that results in an out-of-school suspension for more than ten (10) school days.

STUDENT DISCIPLINE RECORDS

The Board of Education directs the superintendent or designee to compile and maintain records of any serious violation of the district's discipline policy for each student enrolled. Such records shall be made available to teachers and other school district employees with a need to know, and shall be provided in accordance with state law to any school district in which the student subsequently attempts to enroll within five (5) business days of receiving the request. Personal identifiable student records will only be released or destroyed in accordance with state and federal law.

CONFIDENTIALITY

Any information received by a school district employee relating to the conduct of a student shall be received in confidence and used for the limited purpose of assuring that good order and discipline are maintained in the schools. Any person who violates the confidentiality requirement on student records is guilty of a class B misdemeanor and the school district fails to comply is subject to a civil action for damages, including costs and attorney fees (167.020.7).

GENERAL SCHOOL RULES
GENERAL MISBEHAVIOR

At Community R-VI, we want our students to be SAFE, RESPECTFUL, RESPONSIBLE LEARNERS.

Students who persist in disruptive behaviors and ignore teacher's corrections, thus disturbing instructional or on task time for others, will be sent to the principal's office.

Possible consequences for being sent to the principal for persistent general misbehavior:

- 1st offense: Warning & conference with principal
- 2nd offense: Conference with principal, phone call to parents
- 3rd offense: Loss of privilege
- 4th offense: ½ day in-school suspension
- 5th offense: 1 day in-school suspension
- 6th offense: 1 day out-of-school suspension

Detention will be served on the day assigned or on the next school day. Persons on out-of-school suspension will not receive credit for work during that time period.

SEVERE MISBEHAVIOR DISCIPLINE CODE OF CONDUCT

The listing below is an example and is not represented to be comprehensive or absolutely binding on school officials. Any misconduct not specifically listed may be deemed to warrant discipline up to and including expulsion. In addition, disciplinary consequences listed for each offense may be increased or decreased by the school administration.

Arson – Starting or attempting to start a fire, or causing or attempting to cause an explosion.

First Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion. Restitution if appropriate.

Assault / Fighting – 1. Using physical force on another person (including student or staff), 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.

First Offense:	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
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Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
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2. Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes assault in the first or second degree.

First Offense:	10-180 days out-of-school suspension or expulsion.
Subsequent Offense:	Expulsion.

Bullying and Cyberbullying – 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 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.

First Offense:	Detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

Bus or Transportation Misconduct – Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

Dishonesty – Any act of lying, whether verbal or written, including forgery.

First Offense:	Nullification of the forged document. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Nullification of the forged document. Detention, or in-school suspension, or 1-180 days out-of-school suspension.

Disrespectful or Disruptive Conduct or Speech, Insubordinate Behavior, or Gang-Related Activities – Verbal, written, pictorial, or symbolic language or gesture that is directed at any person (including student or staff) that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings, or that materially and substantially disrupts classroom work,

school activities, or school functions. Students will not be disciplined for speech in situations where it is protected by law.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Drugs/Alcohol - 1. Possession, sale, purchase, or distribution of any over-the-counter drug, herbal preparation, or imitation drug or herbal preparation.

First Offense:	In-school suspension or 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

2. Possession of or attendance while under the influence of, or soon after, consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substance, or drug-related paraphernalia.

First Offense:	In-school suspension or 1-180 days out-of-school suspension.
Subsequent Offense:	11-180 days out-of-school suspension or expulsion.

3. Sale, purchase, or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances, or drug-related paraphernalia.

First Offense:	1-180 days out-of-school suspension or expulsion.
Subsequent Offense:	11-180 days out-of-school suspension or expulsion.

Extortion - Verbal threats or physical conduct designed to threaten or intimidate any person for the purpose of obtaining money or other valuables.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense:	Detention, in-school suspension, or 1-180 days out-of-school suspension.

Failure to Care for or Return District Property – Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.

First Offense:	Restitution. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Restitution. Detention or in-school suspension.

Failure to Meet Conditions of Suspension, Expulsion, or Other Disciplinary Consequences – Violating the conditions of a suspension, expulsion, or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held.

First Offense:	Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

False Alarm – Tampering with emergency equipment, setting off false alarms, making false reports, or communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment, or causing the evacuation or closure of district property.

First Offense:	Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Harassment – 1. Use of material of a sexual nature or unwelcome verbal, written, or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability, or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating, or hostile acts based on a protected characteristic.

First Offense:	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

2. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability, or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts, or undergarments, regardless of

whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

First Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

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 can occur even when all students involved are willing participants.

First Offense:	In-school suspension or 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

Incendiary Devices or Fireworks – 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 Offense:	Confiscation. Warning, principal/student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Nuisance Items – Possession or use of items such as toys, games, and portable media players that are not authorized for educational purposes.

First Offense:	Confiscation. Warning, principal/student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Public Display of Affection – Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

First Offense:	Principal/Student conference, detention, or in-school suspension.
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Subsequent Offense:	Detention, in-school suspension, or 1-10 days out-of-school suspension.
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Sexting and/or Possession of Sexually Explicit, Vulgar, or Violent Material – Possession or displaying, electronically or otherwise, sexually explicit, vulgar, or violent material including, but not limited to, pornography or depictions of nudity, violence, explicit death, or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

First Offense:	Confiscation. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Sexual Activity or Indecent Exposure – Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse, oral, or manual stimulation; displaying of breasts, buttocks, or genitals in a public location.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Technology Misconduct – 1. Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.

First Offense:	Restitution. Principal/Student conference, loss of user privileges, detention, or in-school suspension.
Subsequent Offense:	Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

2. Using, displaying, or turning on pagers, phones, personal digital assistants, personal laptops, or any other personal electronic devices during the regular school day, beginning with the first bell and including class change time, mealtimes, or instructional class time, unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal.

First Offense:	Restitution. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Restitution. Loss of user privileges, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Theft – Nonconsensual taking or attempt to take the property of another; knowing possession of stolen property.

First Offense:	Return of or restitution for property. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.

Threats or Verbal Assault – Verbal, written, pictorial, or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

First Offense:	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Tobacco – Possession or use of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation, or at any district activity.

First Offense:	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-3 days out-of-school suspension.
Subsequent Offense:	Confiscation. Detention, in-school suspension, 1-10 days out-of-school suspension, or expulsion.

Truancy or Tardiness – Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

First Offense:	Principal/Student conference, detention, or 1-3 days out-of-school suspension.
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Subsequent Offense:	Detention, 3-10 days in-school suspension, 1-10 days out-of-school suspension, or removal from extracurricular activities.
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Unauthorized Entry – Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to 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 Offense:	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

Vandalism – Willful damage, misuse, or an attempt to cause damage to real or personal property belonging to the district, staff, or students.

First Offense:	Restitution. Principal/Student conference, detention, or in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	Restitution. 1-180 days out-of-school suspension or expulsion.

Weapons – 1. Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo.

First Offense:	Confiscation. Principal/Student conference, or in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	Confiscation. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

2. Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).

First Offense:	Confiscation. One calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.
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3. Possession or use of ammunition or a component of a weapon.

First Offense:	Confiscation. In-school suspension, 1-180 days out-of-school suspension, or expulsion.
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Subsequent Offense:	Confiscation. 1-180 days out-of-school suspension or expulsion.
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Defiance of Authority - Refusal to obey directions or defiance of staff authority.

Leaving School Without Permission

Dress Code Violations

Inappropriate Discharge of Irritants or Chemical Substances - Such materials might include, but are not limited to, mace, pepper spray, "stink bombs," or other chemicals intended to create foul odors, or any other substance which, when discharged, creates a disruption to the instructional process.

Prescription Medication

1) Possession of a Prescription Medication without a valid prescription for such medication on school premises or on a school bus.

2) Distribution of Prescription Medication to any individual who does not have a valid prescription for such medication on school premises or on a school bus.



**Community R-VI AMI Plan
2023-2024**

Alternate Methods of Instruction (AMI)

1. When intermittent blended learning is implemented, the LEA will use the following types of materials and assignments to effectively facilitate teaching and support learning that is grade appropriate, aligned to the Missouri Learning Standards, and includes review and stretch goals.

ELEM- Electronic/web based, text books, manipulatives, learning games, teacher-created materials

2. How will teachers and other certified personnel interact with students to provide instruction, developmentally appropriate feedback (including feedback to parents), and check for understanding during distanced learning.

ELEM- Email: 2-3 times a week

Messaging/chat through management system (Google Classroom, Class Dojo)

Phone calls: Weekly

Messaging through other electronic means

Teleconference

3. The LEA will utilize the following methods of instruction.

ELEM- App or web based software to teach/reinforce concepts, virtual instruction for “flipped classroom.”

4. If electronic methods will be used, please describe how students who do not have access to the internet or computers will access instruction.

- a. How are you identifying students without access to the internet?

ELEM- Contacting each family individually through a phone call by either the building principal, counselor, or secretary.

- b. How are you identifying and providing access to students without devices?

ELEM- All students are provided a device (iPad or Chromebook) by the district.

The Community R-VI School District is currently in negotiations with a local company to provide hotspots to students without access to Wi-Fi in their home. In the meantime, the district will provide Wi-Fi in four central locations throughout the district using Wi-Fi equipped buses and access points provided by the district.

Instruction will be provided daily through Zoom, Google Meet, and Class Dojo, both live and recorded. Instructional resource packets to enhance instruction will be transferred to students through flash drives and email. The district uses Canvas as the Learning Management System.

Students participating in face-to-face instruction will receive feedback throughout the daily instruction. Students not participating in the virtual instruction will be contacted by their teacher, counselor, and administrators at least twice weekly.

- c. If students without access are provided packets, how is the LEA ensuring that the contents of the packet(s) is/are at the same level of rigor as the material being covered electronically?

ELEM- The contents of the packets will be reviewed and approved by the Title I Math and ELA teachers and building principals before being distributed to the students.

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.

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 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)?	Complaints filed with the Department 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?
Appeals 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)?	

1. What is a complaint?

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

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

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

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

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

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

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

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

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

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

The following activities will occur in the investigation:

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

- 6. Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

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

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

9. How will appeals to the Department be investigated?

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

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

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