

# SILEX ELEMENTARY

LINCOLN COUNTY R-I SCHOOL DISTRICT

[www.silex.k12.mo.us](http://www.silex.k12.mo.us)

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PARENT/STUDENT HANDBOOK  
2019-2020

# 2019-2020 Elementary Student Handbook

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**PART I**  
**STAFF and CALENDAR**  
**ADMINISTRATION**

Superintendent	Mr. David Deets
Principal	Mrs. Suzie Plackemeier – <a href="mailto:splackemeier@silex.k12.mo.us">splackemeier@silex.k12.mo.us</a>

**STAFF**

Elementary/ Special Education Secretary Parents as Teachers Pre-School Kindergarten Kindergarten 1 <sup>st</sup> Grade 1 <sup>st</sup> Grade 2 <sup>nd</sup> Grade 2 <sup>nd</sup> Grade 3 <sup>rd</sup> Grade 3 <sup>rd</sup> Grade 4 <sup>th</sup> Grade 5 <sup>th</sup> Grade 5 <sup>th</sup> Grade Computers/RTI Special Education Title I Reading Title I Reading/Character Ed Music Art Physical Education LibraryMedia Specialist Counselor School Nurse Paraprofessional Paraprofessional Paraprofessional	Mrs. Denise Groshong - <a href="mailto:dgroshong@silex.k12.mo.us">dgroshong@silex.k12.mo.us</a>  Mrs. Cat VanHorn – <a href="mailto:cvanhorn@silex.k12.mo.us">cvanhorn@silex.k12.mo.us</a> Mrs. Andrea McDonald - <a href="mailto:amcdonald@silex.k12.mo.us">amcdonald@silex.k12.mo.us</a> Mrs. Rebecca Balfanz – <a href="mailto:rbalfanz@silex.k12.mo.us">rbalfanz@silex.k12.mo.us</a> Mrs. Jennifer Mehler - <a href="mailto:jmehler@silex.k12.mo.us">jmehler@silex.k12.mo.us</a> Mrs. Angela Sargeant– <a href="mailto:abrowning@silex.k12.mo.us">abrowning@silex.k12.mo.us</a> Mrs. Lori Williams – <a href="mailto:lwilliams@silex.k12.mo.us">lwilliams@silex.k12.mo.us</a>  Mrs. Gina Harris – <a href="mailto:gharris@silex.k12.mo.us">gharris@silex.k12.mo.us</a> Mrs. Jennifer Capstick – <a href="mailto:jcapstick@silex.k12.mo.us">jcapstick@silex.k12.mo.us</a> Mrs. Jeanne Cox – <a href="mailto:jcox@silex.k12.mo.us">jcox@silex.k12.mo.us</a> Mrs. Jennifer Tarantino – <a href="mailto:jtarantino@silex.k12.mo.us">jtarantino@silex.k12.mo.us</a> Mrs. Stacey Watson – <a href="mailto:swatson@silex.k12.mo.us">swatson@silex.k12.mo.us</a> Mrs. Liz Harrelson – <a href="mailto:lharrelson@silex.k12.mo.us">lharrelson@silex.k12.mo.us</a> Mrs. Marjean Wilmes – <a href="mailto:mwilmes@silex.k12.mo.us">mwilmes@silex.k12.mo.us</a> Mrs. Amy Grote – <a href="mailto:agrote@silex.k12.mo.us">agrote@silex.k12.mo.us</a> Mrs. Jill Kinion - <a href="mailto:jkinion@silex.k12.mo.us">jkinion@silex.k12.mo.us</a> Mrs. Angie Burkemper– <a href="mailto:aburkemper@silex.k12.mo.us">aburkemper@silex.k12.mo.us</a> Mrs. Heather Miller – <a href="mailto:hbauer@silex.k12.mo.us">hbauer@silex.k12.mo.us</a> Mrs. Sabrina O’Heron – <a href="mailto:soherron@silex.k12.mo.us">soherron@silex.k12.mo.us</a> Mrs. Kayla Norton - <a href="mailto:knorton@silex.k12.mo.us">knorton@silex.k12.mo.us</a> Miss Hillari Lagemann - <a href="mailto:hlagemann@silex.k12.mo.us">hlagemann@silex.k12.mo.us</a> Miss Marlene Lewallen – <a href="mailto:mlewallen@silex.k12.mo.us">mlewallen@silex.k12.mo.us</a> Mrs. Sarah Wilson - <a href="mailto:swilson@silex.k12.mo.us">swilson@silex.k12.mo.us</a> Mrs. Kathy Ogden – <a href="mailto:kogden@silex.k12.mo.us">kogden@silex.k12.mo.us</a>
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Generally speaking, the students should have a cordial relationship with his/her teachers and other members of the faculty. All faculty members strive to be fair and professional in their dealings with students and desire the respect of the entire student body. Problems that arise between student and teacher are best worked out by conferences between these two parties.

The student-administration relationship is based on an open-door policy. The offices of the principal and counselor are places to discuss one’s personal problems or school problems in general. It must be stated here, however, that most problems of individual students will be best solved by seeing the counselor. The principal is the student’s direct link to the superintendent.

### Mission Statement

The Silex R-I Elementary School administration and staff believe that it is the responsibility of the Silex R-I school District to provide an educational environment for children of the district, which will foster and accelerate their intellectual, physical, social, and career development. With this focus in mind, we will continue to work to be the “Best Small School in the State of Missouri”.

The mission of our school is:

1. To strive for excellence in instruction.
2. To promote optimum pupil achievement.
3. To insure that every child learns.
4. To insure mastery of essential skills.
5. To provide for the development of moral values.
6. To assure equal opportunity.
7. To develop the skills of citizenship.
8. To have supportive relationships with parents and community.

### SILEX R-1 SCHOOL DISTRICT SCHOOL CALENDAR - 2019-2020

#### August

08/20 – School Starts

#### September

09/02 – Labor Day

09/27 – Teacher Inservice (Dismiss at 12:15)

#### October

10/18 – First Quarter Ends

10/24 – Dismiss at 12:15

10/24 – Parent Teacher Conferences (1:00-7:00)

10/25-10/28 – Fall Break (No school)

#### November

11/08 – Teacher Inservice (Dismiss at 12:15)

11/27 – 11/29 – Thanksgiving Break (No School)

#### December

12/20 – First Semester Ends

12/20 – Dismiss at 12:15

12/23 – 01/03 Christmas Break (No School)

#### January

01/06 – Teacher Inservice (No students)

01/07 – School Resumes

01/20 – Martin Luther King Day (No School)

#### February

02/14 – Teacher Inservice (Dismiss at 12:15)

02/17 – President’s Day (No School)

#### March

03/06 – Third Quarter Ends

03/13 – Teacher Inservice (Dismiss at 12:15)

03/16-03/20 – Spring Break (No School)

#### April

04/10-04/13 – Easter Break (No School)

#### May

05/15 - Graduation

05/19 – Second Semester Ends

05/19 - Last Day of School - Dismiss at 12:15

05/20 – Teacher Inservice (No students)

Inclement Weather Days - 45.17 Hours Built In

## **PART II**

### **GENERAL INFORMATION**

#### **Daily Schedule**

School Hours	8:00 a.m. - 2:55 p.m.
Front doors open	7:40 a.m. - 3:10 p.m.
Breakfast	7:40 a.m.- 8:00 a.m.
Lunch	Elementary PK-2 12:20-12:41 Elementary 3-5 11:30-11:51 Middle School 6-8 11:55-12:16
Dismissal	Bus Riders 2:55 p.m. Car Riders - From HS Parking Lot Pick up Line

#### **Arrival/Dismissal**

- Students who do not ride the buses should not arrive at school before 7:40.
- Students either eat breakfast in the cafeteria immediately upon arrival or they go directly to their rooms, sit in the hall, and remain there quietly until the classroom teacher lets them in the classrooms.
- All students are to ride their assigned buses unless a note is provided from a parent/guardian stating what bus the student is to ride and the reason for the bus change.
- Students who are car riders will follow the direction of their respective teacher.
- Students must leave the school by 3:10 pm unless they are meeting with a teacher (practice, meeting, or tutoring). No roaming the halls, playing in the gym, or playing on the playground.
- **Important:** Your child should know where you are and if you will be home to receive him/her at the close of the school day or in the case of an early dismissal or emergency.
- Bus riders are dismissed from class at 2:55. Buses will depart from school at approximately 3:02
- Students ride the bus in which they are assigned unless a parent request is approved by the office in advance. Requests may be denied if a bus is already filled to capacity.
- Students are required to bring written permission to their teacher if they do not intend to ride the bus in the afternoon.
- In an attempt to insure your child is provided the correct transportation home, the office should be notified no later than 2:00 of any transportation changes.
- Supervision of students will be between 7:40 a.m. and 3:10 p.m. and parents are advised to not drop off or leave students at the school during other times.
- Car riders are to go to the designated area and remain there until supervising teachers' escort them to HS parking lot for parent pick up line. Car riders/walkers are not allowed to exit through the elementary doors.

#### **Announcements**

Announcements will be read daily and the Pledge of Allegiance will be said daily. Anyone who wishes to have an announcement made should write the entire announcement on a piece of paper and turn it in to the office before 7:45 a.m.

#### **Assemblies**

Assemblies are held in the Old or New Gym. Students are expected to be courteous and attentive at all times.

#### **Care of School Property**

Our community judges our school district by what they see. The appearance of our buildings and campus is a part of how our school is perceived. It is the responsibility of each student to see that school property is kept in good condition. Please take proper care of books, supplies and other school property to avoid paying for repair or replacement costs.

#### **Distribution of Written Material**

Students of Silex R-1 School District have the right, protected by the First Amendment to the U.S. Constitution, to exercise freedom of speech. This includes the right to distribute unofficial written material provided it does comply with the Silex R-1 District guidelines. Official guidelines are available, upon request, from the office of the superintendent or principal.

### **Discontinuing School-Check Out Policy**

When a student must transfer to another school or when a student drops school for any reason, the following procedures must be followed:

1. Check with the elementary office or guidance office first to obtain the check out form.
2. Turn in all books to teachers.
3. Clear library obligations with the librarian.
4. Clean out students hall locker and desks completely.
5. Return all school property (books).
6. Pay all fees or materials cost incurred to date.
7. Request refund on fees paid.

### **Emergency Dismissal/Cancellation/Late Start**

In the event of an emergency cancellation of school, the general public will be notified through the school reach phone system and the following TV stations: KTVI Ch.2, KMOV Ch.4, KSDK Ch.5

Late Start – If necessary and weather permits, the Silex R-1 School District will run buses two hours later than the normal bus route times. School will not officially start until 10:00 am on that day but students may be dropped off starting at 7:40 am.

Snow Route – If necessary and weather permits, the Silex R-1 School District will run buses on most black top roads. Students whose address is located on most state highways will be picked up where their driveway intersects the state highway. If the student does not have a state highway address, he/she can be picked up at the snow route bus stops listed on the school website for the student's bus route.

### **Lunch/Breakfast Program**

Lunch services are provided each day of school. Students must report to the cafeteria and remain there for the assigned lunch period. Students may ask the lunch supervisor/teacher for a pass to leave. Lunch/Breakfast accounts through the student's ID must be paid before school. Students may purchase breakfast in the morning from 7:40 to 7:55. The lunch rate is \$2.55 for PK-2, \$2.70 for 3-5, and \$2.80 for 6-12 per day and the breakfast rate is \$1.40 per day. Extra milk or snack milk may be purchased for an additional \$.40. **The student is to pay in advance to keep a positive balance in the account.** A notice will be sent out when the student's account falls below a \$10 positive balance. If a student's account falls to a \$20 negative balance, lunch and breakfast will no longer be served to the student until the balance is paid or a face to face conference is held with the building principal and parent(s) to arrange payment or fill out free/reduced lunch application.

Guidelines and applications for free/reduced lunches are available from the Superintendent of Schools. These are provided at the time of student enrollment and upon request throughout the school year.

### **Volunteers**

The Silex Elementary staff recognizes that volunteers are essential to the day-to-day operation of a classroom. Parents are encouraged to volunteer their services in their child's classroom. Classroom teachers may choose to ask parents or parents may volunteer to serve as "room parents" for the school year. Volunteers are often needed to go on class fieldtrips and during the course of the year. Volunteers will need a background check before accompanying students on a field trip or being unsupervised on school property with students. The cost of the background check is the responsibility of the individual volunteering.

### **Immunizations**

Required immunizations are as follows:

4+ DTaP/DTP/DT/Td, 3+ polio, 3+ hepatitis B, 2 measles, 1 mumps, 1 rubella

- All students must present documentation of month, day, and year of each immunization before they attend school.
- All immunizations must be up-to-date before students are permitted to attend classes.
- The Advisory Committee on Immunization Practices (ACIP) allows a 4-day grace period, so students in all grade levels may receive immunizations up to 4 days before they are due.
- To remain in school, students "in progress" must have an Imm.P.14 form on file and must receive immunizations as soon as they become due.
- Religious (Imm.P.11A) and medical (Imm.P.12) exemptions are allowed. The appropriate exemption card must be on file.
- The ACIP and the Missouri Department of Health and Senior Services recommend Tdap, which contains pertussis vaccine, at age 11-12 years for those who have completed the recommended childhood DTP/DTaP vaccination series

and have not received a Td booster dose. However, pertussis vaccine is not required for adolescents for school attendance at this time. A Td booster is required ten (10) years after the last dose of DTaP, DTP, DT, or Td.

#### **Administration of Medication To Students**

All prescription and non-prescription medications shall be taken to the nurse's office by a parent/guardian. It shall be kept in a secured area except for certain instances where a physician requests that an individual with a chronic disease/illness assumes responsibility for his/her own medication by self-administration (i.e. bronchodilators). In such instances, the district will not be responsible for the medication. The district will not be responsible for medications not taken to the nurse's office. If the physician requests self-administration of a medication for a chronic condition, a signed physician form should be kept in the nurse's office. For administration of any prescription or non-prescription medication, there must be a signed physician order and parent request form for each medication. These forms may be picked up in the nurse's office.

When medication is to be administered by the school, the following must be met:

The medication must have a label affixed by a physician or pharmacy that shows:

1. Name of student
2. Dosage and schedule
3. What the prescription contains
4. Date purchased
5. Physician's name

Proper request forms need to be filled out and presented with the medication. Under state law any student found with a prescription drug in their possession that is not registered through the nurse will be turned over to the school resource officer.

#### **Administration of Medication Policy**

Please refer to the Silex R-I School District website, [www.silex.k12.mo.us](http://www.silex.k12.mo.us), for the complete policy (R2870). If you have questions, please contact the school nurse.

#### **Student Illness and Contagious Diseases**

Missouri Revised Statutes: Section 167.191. It is unlawful for any child to attend any of the public schools of this state while afflicted with any contagious or infectious disease, or while liable to transmit such disease after having been exposed to it. For the purpose of determining the diseased condition, or the liability of transmitting the disease, the teacher or board of directors may require any child to be examined by a physician, and exclude the child from school so long as there is any liability of such disease being transmitted by the pupil. See Chapter 167, Pupil and Special Services, Section 167.191 for full details.

Furthermore, if your child runs a fever, they are not to return to school until they have been fever-free for 24 hours without the use of fever reducing medications. Children who have been vomiting should not return to school for 24 hours after their last incident

#### **Release from Physical Education**

We feel each student needs to exercise his/her body as well as his/her mind. If there is a medical reason why your child should not participate in physical education class, please write us a note or call the office. A doctor's excuse may be required.

#### **Lost and Found**

All articles found in classrooms or halls should be turned in to the main office. Lost & Found is typically placed on the rack in the elementary hallway by the Boys Bathroom. Please check it often for items that belong to your child.

#### **Visitors**

All visitors are to check-in at the office and remain there throughout the duration of their visit. If it is deemed necessary and appropriate by the administration for the visitor to meet with a staff member or student they should do so in the office.



### **Marked Clothing and Property**

We ask parents to mark coats, sweaters, boots, and other articles of clothing with your child's name. Children often show up with identical items of clothing. If there isn't a name or identifying mark, it is hard to determine the rightful owner.

### **Birthday and Holidays**

Many parents like to bring treats for their child's class for his/her birthday. If you wish to do this, please notify the teacher three or four days ahead of time. Holiday parties for Christmas and Valentine's Day will be held the last hour of the day before dismissal. Other celebrations may be held during the course of the year at the discretion of the teacher. Treats for these celebrations are to be prepackaged.

### **Library Media Center**

The library is open every day. Books may be borrowed for two weeks and renewed for an additional week. If the book you want is already checked out, ask for a hold on that book and you will be notified when the book is available. A book cannot be renewed if it has been put on hold for another student.

The fine for overdue books is five cents per day, including weekends and holidays. Students are responsible for the full cost of replacing lost books. Students are also responsible for damage to materials. Cost will be determined by the extent of the damage.

### **Lockers**

Some students will be assigned a locker at the beginning of school. Students are not to trade lockers without the principal's approval. **Bottles, cups and cans are not permitted in lockers unless in a lunch box.** Students may go to their lockers before school and after school as well as during regular passing time between classes. The office must be furnished with a key or the combination if locker is secured with a lock. It is the student's responsibility to keep his/her locker locked, clean, and neat. **No writing or drawing is permitted in or on the lockers.** The school is not responsible for the loss of items due to theft or vandalism. With just and reasonable cause, lockers can and will be opened for inspection.

### **Soda, Energy drinks, Water bottles, Sports drinks, Coffee cups, etc**

Open containers of any kind are not allowed to be carried in from outside of the school. Students are not permitted to have energy drinks and coffee cups in the school building for any reason. Students may purchase water, diet soda, and flavored water from the Pepsi vending machines located in the hallways. Soda machines located in teacher workrooms are not to be used by students for any reason. Students will be permitted to bring one sealed container of soda, water, or a sport drink in their lunch box to be drunk only during lunch time.

### **Telephone**

Office telephones are for emergency use only. Permission from a teacher or an administrator must be obtained before making calls during class time or during lunch. NO CELL PHONES can be used during school hours without approval from the principal and the cell phone must be used in the office.

### **Nuisance Items, Cell Phones, and Personal Technology Items**

No toys, games, beepers, paging devices, radios, video games, cell phones, cd or tape players, laser pens, fidget spinner, etc. can be used in school during school hours without permission from an administrator or teacher. All items brought to school are the responsibility of the student. See discipline schedule for consequences of unapproved use.

### **School Pictures/Identification**

Student information/pictures will be used for yearbook and student produced power point presentation. Any parent/guardian wishing to not allow the school to use such information/pictures needs to notify the office in writing each year.

### **Textbooks**

Our school must spend a great deal of money to provide students with up-to-date textbooks. All students are asked to take very good care of their books. If books are damaged or lost, the student will be required to pay a fine based on the following guidelines:

- Lost textbook – full replacement cost
- Normal wear and tear – no charge
- Moderate damage – 25% of full replacement cost
- Excessive damage – 50% of full replacement cost
- Destroyed – full replacement cost

If you plan to move, make sure all books are turned in or paid for prior to leaving the community.

### **Statewide Assessments**

The district will implement the components of the Missouri Assessment Program (MAP) to grades 3-6 in order to monitor the progress of all students in meeting the Show-Me Standards, as set forth by the Missouri State Board of Education. Students in grades K-2 will participate in grade level assessments to determine growth in subjects over the duration of the school year.

### **Teaching About Human Sexuality**

The Board of Education recognizes that parents/guardians are the primary source of sexuality education for their children. The Board also recognizes that effective sexuality education, taught in concert with parents/guardians, helps students avoid risks to their health and academic success and prepares them to make informed decisions as adults. Therefore, pursuant to requirements of state law, if the district chooses to use any course materials and instruction relating to human sexuality and sexually transmitted diseases that materials and instruction shall be medically and factually accurate and shall follow policy P6116.

### **School Violence Hotline**

The State School violence hotline toll free number is 866-748-7047 or you can contact them by email from their hotline website which is <http://www.schoolviolencehotline.com>

### **Door Access Guidelines**

The main high school and elementary entrances will be the points of entry and exit to the building during normal operating hours. School doors will open at 7:00 a.m. and will close at 8:03 a.m. and open at 2:53 p.m. and close at 5:00 p.m. After doors close, all parents, students and visitors MUST buzz in at the main entry doors. Press 1 to access the high school office. Press 2 to access the elementary office.

All other doors will only be used for emergency exits. Exterior doors are not propped open for any reason which may allow outsiders access into the building.

Silex R-I strives to achieve a balance –both as a warm, friendly, and welcoming environment and at the same time, one that is safe and secure for our students and all who use our building.

### **PUBLIC LAW 114-95**

The Silex R-I School District is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know. Upon your request, our district is required to provide to you in a timely manner, the following information:

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

### **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, highly mobile children, such as migrant and homeless children, 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 public schools assure 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, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young children with a developmental delay.

The public schools assure 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 public schools assure 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 public schools have 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 plan may be reviewed at the public school central offices during normal school hours Monday through Friday.

Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) that reside in the district. This census must be compiled by December 1 of each year. This information is treated as confidential and must include: name of the child; parent/legal guardian's name/address; birth date and age of the child; the child's disability; and the services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact: Silex R-I Schools. This notice will be provided in native languages as appropriate.

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

This guide explains how to file a complaint about any of the programs<sup>1</sup> that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)<sup>2</sup>.

<b>Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents</b>	
<b>General Information</b> 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed?	
<b>Complaints filed with LEA</b> 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)?	<b>Complaints filed with the Department</b> 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 private school children handled differently?
<b>Appeals</b> 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 under NCLB?**

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 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.

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<sup>1</sup> Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V

<sup>2</sup> In compliance with ESSA Title VIII Part C, Sec. 8304(a)(3)(C)

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

**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, and/or telephone call(s).
6. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

**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 Departments' 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.

## **SAFETY DRILLS**

Tornado, Fire and Earthquake drills will be held periodically during the school year. Make sure you know where to exit the building in case of fire, the proper place to go in case of a tornado and the proper action to take in case of an earthquake. Instructions for these drills are as follows:

### **TORNADO/STORM SAFETY PROCEDURE**

1. Printed instructions will be posted where all students can read them regularly and students will also be instructed by teachers.
2. The signal to take shelter is ***continuous short rings***.
3. Proceed to the assigned locations as listed below in prompt but orderly manner.
4. Line up as close to the solid wall as possible. If students must take cover in a hallway, kneel face down, draw knees up under them, and cover the back of their heads with their hands. Unless instructed to face in a specific direction, students should point their heads away from windows or other openings.
5. All glass (trophy cases, windows etc.) should be avoided.
6. An aisle will be left in the center of the hallway.
7. Open areas should be entirely vacant.
8. If sheltered in the Ag basement, locker rooms or weight room stand as close to the wall as possible to the wall. In the Ag basement stay in the boundaries of the yellow line.
9. Above all, **DO NOT PANIC!**
10. If sheltered upstairs, pay attention to staff members with radios for further instructions to move to the Ag basement, weight room, or HS locker rooms.
11. All clear signal is when Administrator gives the all clear.

### **Assigned locations:**

#### **Room:**

Business/H-112  
Math/H-113  
Library/H-111  
Gymnasium/G-201  
Science/H-109  
English/H-102  
Social Studies/H-104  
FACS/H-101  
Gymnasium/G-201  
Art/G-101  
Music/G-102  
HS Trailer/T-201, T-202  
Middle School Classes/6-12 grade students  
Middle School Classes/4-5 grade students  
Cafeteria/M-111

#### **Locker Room**

Girls/G-110  
Girls/G-110      Use the Right Stairwell  
Girls/G-110  
Girls/G-110  
Boys/G-104  
Boys/G-104  
Boys/G-104      Use the Left Stairwell  
Boys/G-104  
Girls/G-110  
Girls/G-110  
Girls/G-110  
Boys/G-104 and Girls/G110  
Ag Basement  
PreK-5 grade shifts go to Ag Basement, 6-12 go to locker rooms

Vocational Ag/E-118,E-120

Ag Basement

Computer Lab/E117 & E119

Ag Basement

Old Gym/123

Ag Basement

Elementary/E101

Ag Basement

Elementary/E102&E104

Ag Basement

Elementary/E103

Ag Basement

Elementary/E107&E106

Ag Basement

Elementary/E109&E108

Ag Basement

Trailer/T-101,T-102

Ag Basement

Outside-Nearest culvert, ditch, or depression

High School Office staff-will grab the radios, emergency binder and go to HS locker rooms

Elementary Office staff- will grab the radios, emergency binder and go to Ag basement

The Principal or designee will:

1. Keep a close watch on cloud conditions in the vicinity of the school during the watch period.
2. Take action when a tornado warning has been declared.

3. Sound the tornado drill signal through the building. A backup alarm should be available in the event of a power failure.
4. Once students and staff are in position, assure that they are in a protective posture.
5. If a tornado hits, remain calm, access and treat injured, and call for help.
6. Everyone will remain in the shelter areas until the situation stabilizes.
7. If the building is not safe to occupy, students will be moved to the relocation point parents notified.

### **FIRE DRILL PROCEDURES**

The bell will consist of a ***long, continuous bell (Fire Alarm)***.

Upon hearing the fire alarm, **the student will:**

1. Stop whatever they are doing.
2. Follow the teacher's instructions.
3. Leave all materials in the classroom.
4. Avoid talking, pushing and shoving.
5. Once outside, remain with their class.

Upon hearing the fire alarm, **the teacher will:**

1. Secure windows and doors when feasible
2. Take your grade book to check roll
3. Be the last to leave the room

The regular school bell will signal the end of a fire drill. At that time, students will return to their room and class will resume.

#### **Fire Exits**

Room	Exits
Business	HS West Door
Math	HS West Door
Library	HS West Door
Science	HS East Door
English	HS East Door
Social Studies	HS East Door
FACS	HS East Door
Gymnasium	Commons West Doors
Art	Lower Level East Door
Music	Lower Level East Door
Boys' Locker Room	Lower Level East Door
Girls' Locker Room	Lower Level West Door
HS Trailer	HS East Door
6th Grades	MS East Door
7th, 8th Math/Science	MS East Door
7th, 8th English/ Social Studies	MS East Door
Nurse's Office	North Door
Vocational Ag.	North or West Door
Cafeteria	North Door
Computer Lab	North Door
3rd, 4 <sup>th</sup> , 5 <sup>th</sup> Grades	Elementary West Door
EL Special Education	Elementary West Door
K, 1st, 2nd Grades	Elementary North Door
Preschool Trailer	Elementary North Door

### **EARTHQUAKE DRILL PROCEDURES**

Take action at the first indication of ground shaking. You probably will have to use your own judgment as shaking and possible damage will likely preclude any announcement that will be made. During a moderate or major earthquake, the greatest immediate danger to people in or near a building is being struck by falling objects.

#### **If Inside:**

Following the teacher's command, **the student will:**

1. Immediately take cover under desks or tables and turn away from windows.
2. Remain in sheltered position for at least 60 seconds.

3. Be silent and listen to instructions.

At the first sign of the ground shaking, **the teacher will:**

1. Open the classroom door and take cover.
2. Talk calmly to students.
3. Review procedure for evacuation classroom (same as fire evacuation).

**If Outside:**

Following the teacher's command, **the student will:**

1. Get away from buildings, trees and power lines.
2. Drop to the ground, cover their head.
3. Be silent and listen for further instructions.

At the first sign of the ground shaking, **the teacher will:**

1. Take safe cover.
2. Drop to the ground.
3. Check the class roll as soon as practical.

**If on the Road:**

1. Move away from overpasses and bridges.
2. Stop slowly in a safe area.
3. Listen to the radio.

## Earthquake Safety

**For Missouri's Schools**

**The New Madrid Seismic Zone Extends 120 Miles Southward** from the area of Charleston, Missouri, and Cairo, Illinois, through New Madrid and Caruthersville, following Interstate 55 to Blytheville and on down to Marked Tree, Arkansas. The NMSZ consists of a series of large, ancient faults that are buried beneath thick, soft sediments. These faults cross five state lines and cross the Mississippi River in three places and the Ohio River in two places.

**The New Madrid Seismic Zone and surrounding region is Active, Averaging More than 200 Measured Events per Year** (Magnitude 1.0 or greater), about 20 per month. Tremors large enough to be felt (Magnitude 2.5 – 3.0) are noted every year. The fault releases a shock of 4.0 or more, capable of local minor damage, about every 18 months. Magnitudes of 5.0 or greater occur about once per decade. They can cause significant damage and be felt in several states.

**The Highest Earthquake Risk in the United States** outside the West Coast is in the New Madrid Seismic Zone. Damaging temblors are not as frequent as in California, but when they do occur, the destruction covers over more than 20 times the area due to the nature of geologic materials in the region. The 1968 5.5 magnitude Dale, Illinois earthquake toppled chimneys and caused damage to unreinforced masonry in the St. Louis area, more than 100 miles from the epicenter. A 5.2 magnitude earthquake in April 2008 in southeast Illinois, did not cause damage in Missouri, but was felt across much of the state.

**A Damaging Earthquake in this Area**, which experts say is about a 6.0 magnitude event, occurs about once every 80 years (the last one in 1895 was centered near Charleston, Missouri). There is estimated to be a 25-40% chance for a magnitude 6.0 – 7.5 or greater earthquake along the New Madrid Seismic Zone in a 50-year period according to the U.S. Geological Survey reports. The results would be serious damage to un-reinforced masonry buildings and other structures from Memphis to St. Louis. We are certainly overdue for this type of earthquake!

**A Major Earthquake in this Area - the Great New Madrid Earthquake of 1811-12** was actually a series of over 2000 shocks in five months, with several quakes believed to be a 7.0 Magnitude or higher. Eighteen of these rang church bells on the Eastern seaboard. The very land itself was destroyed in the Missouri Bootheel, making it unfit even for farming for many years. It was the largest release of seismic energy east of the Rocky Mountains in the history of the U.S. and was several times larger than the San Francisco quake of 1906.

**When Will Another Great Earthquake the Size of Those in 1811-12 Happen?** Several lines of research suggest that the catastrophic upheavals like those in 1811-12 visit the New Madrid region every 500-600 years. Hence, emergency planners, engineers, and seismologists do not expect a repeat of the intensity of the 1811-12 series for at least 100 years or more. However, even though the chance is remote, experts estimate the chances for a repeat earthquake of similar magnitude to the 1811-1812 New Madrid earthquakes over a 50-year period to be a 7 - 10% probability.



**What Can We Do to Protect Ourselves?** Education, planning, proper building construction, and preparedness are proven means to minimize earthquake losses, deaths, and injuries.

**Prepare a Home Earthquake Plan**

- Choose a safe place in every room--under a sturdy table or desk or against an inside wall where nothing can fall on you.
- Practice DROP, COVER AND HOLD ON at least twice a year. Drop under a sturdy desk or table, hold onto the desk or table with one hand, and protect the back of the head with the other hand. If there's no table or desk nearby, kneel on the floor against an interior wall away from windows, bookcases, or tall furniture that could fall on you and protect the back of your head with one hand and your face with the other arm.
- Choose an out-of-town family contact.
- Take a first aid class from your local Red Cross chapter. Keep your training current.
- Get training in how to use a fire extinguisher from your local fire department.
- Inform babysitters and caregivers of your plan.

**Eliminate Hazards**

- Consult a professional to find out additional ways you can protect your home, such as bolting the house to its foundation and other structural mitigation techniques.
- Bolt bookcases, china cabinets and other tall furniture to wall studs.
- Install strong latches on cupboards.
- Strap the water heater to wall studs.

**Prepare a Disaster Supplies Kit for Home and Car**

- First aid kit and essential medications.
- Canned food and can opener.
- At least three gallons of water per person.
- Protective clothing, rainwear, and bedding or sleeping bags.
- Battery-powered radio, flashlight, and extra batteries.
- Special items for infant, elderly, or disabled family members.
- Written instructions for how to turn off gas, electricity, and water if authorities advise you to do so. (Remember, you'll need a professional to turn natural gas service back on.)
- Keeping essentials, such as a flashlight and sturdy shoes, by your bedside.

**Know What to Do When the Shaking BEGINS**

- DROP, COVER AND HOLD ON! Move only a few steps to a nearby safe place. Stay indoors until the shaking stops and you're sure it's safe to exit. Stay away from windows.
- In a high-rise building, expect the fire alarms and sprinklers to go off during a quake.
- If you are in bed, hold on and stay there, protecting your head with a pillow.
- If you are outdoors, find a clear spot away from buildings, trees, and power lines. Drop to the ground.
- If you are in a car, slow down and drive to a clear place (as described above). Stay in the car until the shaking stops.

**Know What to Do AFTER the Shaking Stops**

- Check yourself for injuries. Protect yourself from further danger by putting on long pants, a long-sleeved shirt, sturdy shoes, and work gloves.
- Check others for injuries. Give first aid for serious injuries.
- Look for and extinguish small fires. Eliminate fire hazards. Turn off the gas if you smell gas or think it's leaking.  
(Remember, only a professional should turn it back on.)
- Listen to the radio for instructions
- Expect aftershocks. Each time you feel one, DROP, COVER, AND HOLD ON!
- Inspect your home for damage. Get everyone out if your home is unsafe.
- Use the telephone only to report life-threatening emergencies.

The information contained was extracted from the American Red Cross website [http://www.redcross.org/services/prepare/0,1082,0\\_241\\_00.html](http://www.redcross.org/services/prepare/0,1082,0_241_00.html), Missouri State Emergency Management Agency website (<http://sema.dps.mo.gov/EQ.htm>) and the Federal Emergency Management Agency website (<http://www.fema.gov/hazard/earthquake>). This is distributed to each student annually to satisfy the requirements of RSMo 160.455

### **PART III**

### **ACADEMIC REGULATIONS**

#### **Grading Guidelines**

100-96 A	76-73 C
95-90 A-	72-70 C-
89-87 B+	69-67 D+
86-83 B	66-63 D
82-80 B-	62-60 D-
79-77 C+	59-Below F

#### **Report Cards and Mid-term Reports**

Mid-term evaluations and quarter grade cards will be handed out to each student except for the end of the year grade card which is mailed home. Mid-term and quarter grades are based on a percentage of the total score possible for the grading period. The semester grades are based on the two quarter grade percentages. Mid-term reports are meant to be an early warning to parents that their child is having academic difficulty. We ask that you read them carefully, sign them, and send them back to your child's teacher. We invite you to have a conference with the teacher at that time if you would like more information concerning this problem, or suggestions for ways you might help your son/daughter.

#### **Retention/Placement/Promotion**

Decisions relative to the promotion, placement, or retention of a student are the responsibility of the principal and teacher, but will not take place without parental involvement. Consideration of the child's achievement, aptitude, age, maturity and other factors consistent with the philosophy of the school should be taken into consideration. The team consisting of teacher, principal, and parent may decide that placement in the next grade is appropriate. Placing a child in a grade indicates that most criteria for promotion were met, but the team is hesitant to promote, nor does retention seem appropriate. This policy is not to be construed as approval of "social promotion". Students who fail two or more basic skills classes should be considered for retention in that grade. Due to the reading law in the state of Missouri, students who are not reading at or above 1 grade level below their present grade are subject to retention. See Policy R2520. Any student that receives seven (7) quarterly F's in a given year faces the possibility of retention.

#### **Reading Circle Certificate**

Reading for pleasure is encouraged from Kindergarten all the way through school. The State of Missouri sets standards for children to meet in order to receive a Reading Circle Certificate at the end of the year. In order for you to help and encourage your child at home, the standards of each grade are listed below:

Grades K-2 – 20 books

Grades 3-6 – 16 books

Books should be a good mixture of fiction and non-fiction. Nonfiction books are anything of an information or true nature. Biographies and accounts of historical events are examples. A Lifetime RCC will be given to the student if all standards are met each year.

#### **Students Awards and Recognition**

The school sponsors several programs for recognizing students.

- ☐ The Birthday Program recognizes students on or near their birthday with a small treat.
- ☐ The classroom teacher gives the Academic, Behavior, and Citizenship awards monthly to students who have worked hard, had good attendance, good behavior, excelled academically, and exhibited good citizenship.
- ☐ MAP Achievement – rewards students achieving an advanced or proficient rating on the MAP test.
- ☐ Quarterly and Yearly Attendance Awards are given to students with exemplary attendance for the quarter and/or school year (see the "Exemplary Attendance" section of this handbook).
- ☐ Reading Circle Certificates are given at the end of the school year to students who read the required number of books and demonstrate comprehension of read materials.

## **PART IV**

### **STUDENT RECORDS**

#### **STUDENT RECORDS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

#### **Student Records**

In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain extensive and sometimes personal information about students and families. These records must be kept confidential in accordance with law, but must also be readily available to district personnel who need the records to effectively serve district students.

The superintendent or designee will provide for the proper administration of student records in accordance with law, will develop appropriate procedures for maintaining student records and will standardize procedures for the collection and transmittal of necessary information about individual students throughout the district. The building principal shall assist the superintendent in developing the student records system, maintaining and protecting the records in his or her building and developing protocols for releasing student education records. The superintendent or designee will make arrangements so that all district employees are trained annually on the confidentiality of student education records, as applicable for each employee classification.

#### **Health Information**

Student health information is a type of student record that is particularly sensitive and protected by numerous state and federal laws. Student health information shall be protected from unauthorized, illegal or inappropriate disclosure by adherence to the principles of confidentiality and privacy. The information shall be protected regardless of whether the information is received orally, in writing or electronically and regardless of the type of record or method of storage.

#### **Directory Information**

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed. The school district designates the following items as directory information:

- ▶ Students in kindergarten through eighth grade -- Student's name; parent's name; date and place of birth; grade level; bus assignment; enrollment status (e.g., full-time or part-time); participation in school-based activities and sports; weight and height of members of athletic teams; dates of attendance; honors and awards received; 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.

Directory information may be disclosed by the Silex R-1 School District for the following purposes and to the following organizations and per the following rules:

1. Photographer, if that photographer has an in-force contract with the Silex R-1 School District; the understanding being that said photographer will use the name and address information to mail completed photos to the student's home address and to schedule photo appointment sessions.
2. Community businesses who provide service and convenience gifts to the students, such gifts to include miniature diplomas, personalized items, etc.
3. Elected and currently serving:
  - a. Missouri State Representative
  - b. Missouri Senate State Senator
  - c. United States Congressman
  - d. United States Senator
  - e. United States Office of the President
4. Any one of the categories represented above must file a letter of intent with the superintendent of school in which they represent themselves/and company in such a manner as to reasonably describe their planned utility of the directory information.
5. It is the intent of this writing to allow the following companies and/or school related organizations to access the directory information:
  - a. Silex Banking Company
  - b. Companies providing yearbooks
  - c. Contracted photographer
  - d. Boosters of Silex

Parents of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as directory information. In that case, this information will not be disclosed except with the consent of a parent or student or as otherwise allowed by FERPA. Any parent of student refusing to have any or all of the above designated directory information disclosed must file written notification to this effect with the principal of the school which the student attends. In the event a notification of refusal is not filed, the Silex R-1 School District assumes that neither a parent of the student or an eligible student objects to the release of the directory information designated.

#### **Parent and Eligible Student Access**

All parents will have the right to inspect their child's education records as allowed by law. As used in this policy, a "parent" includes a biological or adoptive parent, a guardian or an individual acting as a parent in the absence of a natural parent or guardian. The district will extend the same rights to either parent, regardless of divorce, custody or visitation rights, unless the district is provided with evidence that the parent's rights to inspect records have been legally revoked. The rights of the parent transfer to the student once the student turns 18, or attends an institution of postsecondary education, in accordance with law.

If a parent or eligible student believes the education records related to the student contain information that is inaccurate, misleading or in violation of the student's privacy, he or she may ask the district to amend the record by following the appeals procedures created by the superintendent or designee.

The district will annually notify parents and eligible students of their rights in accordance with law.

#### **Law Enforcement Access**

The district may report or disclose education records to law enforcement and juvenile justice authorities if the disclosure concerns law enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed must comply with applicable restrictions set forth in 20 U.S.C. § 1232g (b)(1)(E).

If the district reports a crime committed by a student with a disability as defined in the Individuals with Disabilities Education Act (IDEA), the district will transmit copies of the special education and disciplinary records to the authorities to whom the district reported the crime.

Law enforcement officials also have access to directory information and may obtain access to student education records in emergency situations as allowed by law. Otherwise, law enforcement officials must obtain a subpoena or consent from the parent or eligible student before a student's education records will be disclosed.

#### **Children's Division Access**

The district may disclose education records to representatives of the Children's Division (CD) of the Department of Social Services when reporting child abuse and neglect in accordance with law. Once the CD obtains custody of a student, CD representatives may also have access to education records in accordance with law. CD representatives may also have access to directory information and may obtain access to student education records in emergency situations, as allowed by law.

### **NOTICE OF NONDISCRIMINATION**

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with the Silex R-1 School District, are hereby notified that the School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. In addition, the School District provides equal access to the Boy Scouts of America and other designated youth groups. Any person having inquiries concerning the School District's compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act, Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans with Disabilities Act of 1990 (ADA) or the Boy Scouts of America Equal Access Act is directed to the respective Compliance Coordinator listed below, who oversees the School District's efforts to comply with the laws and regulations implementing the laws and regulations cited above.

The School District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The School District's Compliance Coordinator will provide information regarding those procedures upon request. Any person who is unable to resolve a problem or grievance arising under any of the laws and regulations cited above may contact the Office of Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114; telephone (816) 268-0550.

**COMPLIANCE COORDINATOR** Superintendent, P O Box 46, Silex, MO 63377; 573-384-5227

### **Grievance Policy**

Grievance policy R1310 and procedures that ensure due process are in each building and posted on the district website.

### **Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of –
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use –
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

Silex R-I School District has developed and adopted policy R5710, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Silex R-I School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes.

Silex R-I School District will notify parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Parents will be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

## **PART V** **RULES AND REGULATIONS**

### **DISCIPLINE POLICY**

#### **Introduction**

The Board of Education, administration and faculty of the Silex R-I School District have the responsibility to ensure an environment conducive to the learning process. While there are many factors which affect the learning environment, perhaps the most harmful are the problems that result from inappropriate conduct and lack of consistent and effective disciplinary response.

Development of self-discipline is one of the most important goals of education. Discipline is the development of self-control, character and proper consideration for other people. Understanding the purposes of discipline in school helps form positive attitudes and assists the student in doing his/her part to make himself/herself a better person and his/her school a better place.

Organizations, business and industries cannot operate successfully without procedures, goals, expectations and satisfied workers; neither can schools. Thus, it becomes the responsibility of the school district to have a discipline code which reflects the community's standards and expectations for student behavior.

This policy is intended as a guide for administrators and teachers in dealing with inappropriate student behavior. The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action. However, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law. Students who have been charged, convicted or pled guilty in a court of general jurisdiction for commission of a felony may be suspended in accordance with law. Ref.RSMo.171.001, 563.061, 167.031, 167.161.

Privileges and/or membership in extra-curricular activities or organizations may be forfeited or restricted because of the violation of school rules.

All confiscated contraband will be destroyed or returned at the discretion of the administration.

A license plate number or a witness is the only evidence necessary to issue a ticket for passing a school bus while stopped for students.

#### **Disciplinary Actions**

Students who become involved in areas of problem behavior shall be subject to disciplinary action. Depending upon the seriousness of the behavior problem, one or more of the following appropriate actions will be taken by school officials.

CONFERENCE	A formal conference is held between the student and one or more school officials. During this conference, the student must agree to change his/her behavior.
LOSS OF CLASS PARTICIPATION	May include temporary removal from playground, loss of participation points, and/or other school activities.
PARENTAL PARTICIPATION	A legal guardian is notified by telephone, personal contact, or letter. A conference may be conducted between the student, their guardian, appropriate school officials, and other individuals involved.

## DISCIPLINARY REASSIGNMENT

A reassignment of a misbehaving student to a separate supervised environment away from the usual activities within the school. This may include a referral for counseling, a schedule change, an optional work assignment or in-school suspension (ISS). During ISS, the student must report to the principal's office when arriving on campus. Daily assignments will be provided for credit. Students must remain in the designated area unless given permission to leave. Students will not converse or otherwise interact with other students. Students serving ISS lose all participation points and privileges for the day of suspension. Parent/guardian will be notified of the action. A disciplinary reassignment will be recorded in the Student Discipline File.

## BEFORE/AFTER SCHOOL

### DETENTION

Detentions are held each Wednesday from 2:57-4:00pm and each Friday from 7:00 – 8:00am. Students must make arrangements for transportation. Students found sleeping during duty will be assigned another after school detention. Any misbehavior during duty will result in the student being assigned Saturday detention. Only school textbooks or authorized reference material may be brought to detention. No personal stereos (ipod/mp3) are permitted. Parent/guardian will be notified of the action. The after school detention will be recorded in the Student Discipline File.

### SATURDAY DETENTION

Detentions are held on Saturday, 9AM-12Noon. Students must make arrangements for transportation. If a student is tardy for Saturday detention, the first incident will result in two days ISS. Students found sleeping during duty will be assigned another Saturday detention. Any misbehavior during duty will result in another assigned Saturday detention. Only school textbooks or authorized reference material may be brought to Saturday detention. No personal stereos (ipod/mp3) are permitted. Parent/guardian will be notified of the action. The Saturday detention will be recorded in the Student Discipline File.

### SUSPENSION

Absence from school required by the school authorities as disciplinary action for inappropriate behavior. Student may be assigned homework and daily work for completion while serving out-of-school suspension (OSS) for 70% credit. Students will be allowed to earn full credit on tests and quizzes that are given to them in ISS on the day that they return from OSS. All students that are assigned OSS will be assigned one day of ISS when they return. Students that are suspended at the end of the school year will have to come in the day after school is out to take all finals. Students will be able to submit previously assigned long-range assignments for partial credit. Students will not be allowed on campus during the time of suspension. Any student that is under suspension on a Friday will not be able to participate in any weekend activities. Due to their expense and overall nature, this rule may be reconsidered for Prom and Graduation. It will be at the discretion of the principal. The principal may suspend students for a period not to exceed ten (10) school days. (Ref. RSMo. 167.161). The superintendent may suspend students for a period not to exceed one hundred eighty (180) school days (Ref. RSMo. 167.171). Parent/guardian will be notified of the action and informed of the student's right to due process. The OSS will be recorded in the Student Discipline File.

There are three levels of OSS:

#### 1) SHORT-TERM SUSPENSION

The student is excluded from school and related activities for a specific period of one to three school days.

#### 2) LONG-TERM SUSPENSION

The student is excluded from school and all related activities for a period of four to ten school days.

#### 3) EXTENDED SUSPENSION

The student is excluded from school and all related activities for a period of 11-180 school days. A recommendation to the superintendent for expulsion may be made.

### EXPULSION

The Board of Education may expel a student. The length of time is determined by the Board. The student is excluded from district, from district activities and related district functions. The student and parent/guardian will be notified of the expulsion and informed about his/her right to due process.

The Gun Free Schools Act states in part: Any Silex R-I student who brings a weapon to Silex R-I School will be expelled for a period of not less than one year.

A weapon is defined to mean one or more of the following:

1. A firearm as defined in 18 U.S.C. 921
2. Any device defined in 571.010, RSMo, including a blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun or switchblade knife.
3. Any instrument or device customarily used for attack or defense against an opponent, adversary or victim; or any instrument or device used to inflict physical injury or harm to another person.

Guns/ firearms/ weapons brought on district grounds due to hunting season or for any other reason are in violation of the Gun Free Schools Act and will be dealt with accordingly. If you plan to hunt in the morning, allow time to take the weapon home before coming to school.



### **Reporting to Law Enforcement**

It is the policy of the Silex R-I School District to report all crimes occurring on district grounds to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law.

The following acts, regardless of whether they are committed by juveniles, are subject to this reporting requirement:

1. First or second degree murder under " 565.020, .021, RSMo.
2. Voluntary or involuntary manslaughter under " 565.024, RSMo.
3. Kidnapping under " 565.110, RSMo.
4. First, second or third degree assault under " 565.050, .060, .070, RSMo.
5. Sexual assault or deviate sexual assault under " 566.040, .070, RSMo.
6. Forcible rape or sodomy under " 566.030, .060, RSMo.
7. Burglary in the first or second degree under " 569.160, .170, RSMo.
8. Robbery in the first degree under " 569.020, RSMo.
9. Possession of a weapon under chapter 571, RSMo.
10. Distribution of drugs under " 195.211, .212, RSMo.
11. Arson in the first degree under " 569.040, RSMo.
12. Felonious restraint under " 565.120, RSMo.
13. Property damage in the first degree under " 569.100, RSMo.
14. Child molestation in the first degree pursuant to " 566.067, RSMo.
15. Sexual misconduct involving a child pursuant to " 566.083, RSMo.
16. Sexual abuse pursuant to " 566.100, RSMo.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

### **Conditions of Suspension, Expulsion, and Other Disciplinary Consequences**

All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending district-sponsored activity, or being on or near district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee. In addition, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school, if appropriate.

In accordance with law, any student who is suspended for any offenses listed in " 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any district property, or any activity of the district, regardless of whether the activity takes place on district property, unless one (1) of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian, custodian or another adult designated in advance, in writing, to the student's principal by the student's parent, legal guardian or custodian, and the superintendent or designee has authorized the student to be on district property.
2. The student enrolled in and attending an alternative school that is located within 1,000 feet of a public school in the district.
3. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

If a student violates the prohibition in this section, he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences," listed below.

### **Prohibited Conduct**

The following are descriptions of prohibited conduct as well as potential consequences for violations. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building. All consequences must be within the ranges established in board policy. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

**Academic dishonesty** – Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person’s work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics. This is cumulative in nature (Total times not number in each class) and all students involved will be treated the same.

First Offense:	Nullification of forged document and parent participation.
Subsequent Offense:	Second = Nullification of forged/copied document, parental participation, and after school detention/Saturday detention.

**Arson**--Starting or attempting to start a fire or causing or attempting to cause an explosion.

First Offense:	1-180 days out-of-school suspension. Restitution if appropriate.
Subsequent Offense:	Expulsion. Restitution if appropriate.

#### **Assault**

a. Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.

First Offense:	After school/Saturday detention, 1-10 days in-school-suspension, 1-180 days out-of-school suspension.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

b. Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.

First Offense:	Expulsion.
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**Automobile/Vehicle Misuse**--Uncourteous or unsafe driving on or around district property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials, failure to follow established rules for parking or driving on district property.

First Offense:	Suspension or revocation of parking privileges.
Subsequent Offense:	Revocation of parking privileges and in-school suspension or 1-10 days out-of-school suspension.

b. Driving to school or school activity while privileges are revoked or without being in drug testing program.

First Offense:	5 days in-school suspension.
Subsequent Offense:	5-180 days out-of-school suspension

**Bullying and Cyberbullying (see Board policy JFCF)**—Intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling put-downs, extortion, or threats; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the Internet or other digital

communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm. Students will not be disciplined for speech in situations where the speech is protected by law.

First Offense:	Conference, parental participation, loss of privileges, Detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension or expulsion.

**Bus or Transportation Misconduct (see Board policy JFCC)**--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 forged document, conference, loss of privileges, detention, or in-school suspension.
Subsequent Offense:	Nullification of forged document. Detention, in-school suspension, or 1-180 days out-of-school suspension.

**Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved)**--Verbal, written, pictorial or symbolic language or gesture that is directed at any person and that is rude, vulgar, defiant, in violation of district policy or 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:	Conference, loss of privileges, parental participation, detention, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense:	Loss of privileges, parental participation, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Drugs/Alcohol (see Board policies JFCH and JHCD)**

a. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

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

b. 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 substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202 of the Controlled Substances Act.

First Offense:	10 days out-of-school suspension.
Subsequent Offense:	11-180 days out-of-school suspension or expulsion.

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

drugs defined as substances identified under schedules I, II, III, IV or V in section 202 of the Controlled Substances Act.

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

**Extortion**--Threatening or intimidating any person for the purpose of obtaining money or anything of value.

First Offense:	1-10 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

**Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences**—Violating the conditions of a suspension, expulsion or other disciplinary consequences 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. See section of this regulation titled, "Condition of Suspension, Expulsion and Other Disciplinary Consequences."

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's disciplinary policy.

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

**False Alarms (see also "Threats or Verbal Assault")**--Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening, disturbing, disrupting or causing the evacuation or closure of district property.

First Offense:	Restitution, conference, parental participation In-school suspension, 1-180 days out-of-school suspension.
Subsequent Offense:	Restitution, 11-180 days out-of-school suspension, or expulsion.

**Fighting (see also, "Assault")**--Mutual combat in which both parties have contributed to the conflict either verbally or by physical action. Fighting includes wrestling.

First Offense:	Parental participation, loss of privileges, detention, 1-10 days in-school suspension, 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

**Harassment, including Sexual Harassment (see Board policy AC)**

- a. 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:	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.

- b. 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 or not 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 (see Board policy JFCF)**--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 purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity. Hazing may occur even when all students involved are willing participants.

First Offense:	Loss of privileges, In-school suspension or 1-180 days in-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:	Confiscated and in-school suspension.
Subsequent Offense:	Confiscated and in-school suspension or 1-10 days out-of-school suspension.

**Mischief:** Tampering or interfering with the property of another with the intent to cause substantial inconvenience.

First Offense	Conference, loss of privileges, parental participation, detention, in-school suspension,
Subsequent Offense	Parent participation, detention, ISS

**Nuisance items** – Possession or use of toys, games, beepers, paging devices, radios, video games, cd or tape players, laser pens, fidget spinner or other electronic devices (other than mobile phones) that are not authorized for educational purposes.

First Offense:	Confiscated and can be picked up from office by parent.
Subsequent Offense:	Second time = confiscated and parents pick up and after school detention. Third time = confiscated, parents pick up from office and 2 days ISS. Repeated offenses = Discretion of principal.

**Public Display of Affection**--Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping. (No physical contact)

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

**Reckless Endangerment/Horseplay:** Reckless conduct which creates substantial risk of physical harm or injury.

First Offense	Conference, loss of privileges, parental participation, detention
Subsequent Offense	Loss of privileges, parental participation, after school detention/Saturday detention, 1-10 days of in school suspension

**Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material** – Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

First Offense:	Confiscation, parent participation, detention or in-school suspension.
Subsequent Offense:	Confiscation, parent participation, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Talking excessively or inappropriately in class**

First Offense:	Conferences, loss of privileges, parental participation, after/before school detention.
Subsequent Offense:	Loss of privileges, parental participation, Saturday detention, 1-10 days in-school suspension.

**Technology Misconduct (see Board policy EHB and KKB and procedure EHB-AP)**

- a. Attempting, regardless of success, to gain unauthorized access to a technology system or information; to use district technology to connect to other systems in evasion of the physical limitations of the remote system; 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.

- b. Using, displaying or turning on telecommunication (electronic) devices, such as but not limited to, cell phones, personal digital assistants, personal laptops, tablets, e-readers, iPods, MP 3 players, digital cameras, video recorders, PDA's, and headphones or any other electronic communication devices during the regular school day without permission from a teacher.

First Offense:	Verbal Warning
	Second time = confiscated and picked up at end of day by student.

Subsequent Offense:	Third time = confiscated, parents pick up from office and 1 day ISS. Repeated offenses = discretion of the principal.
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c. Violation of Board policy EHB and procedure EHB-AP other than those listed in "a," or (b) above.

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

d. Use of audio or visual recording equipment in violation of Board policy KKB.

First Offense:	Confiscation. 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.

**Theft--**Theft, attempted theft or knowing possession of stolen property.

First Offense:	Return of or restitution for property. Less than \$50 value = 3 days in-school suspension. More than \$50 value = 5-180 days in-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:	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 and E-cigarettes**

a. Possession of any tobacco or e-cigarette products on district property, district transportation or at any district activity.

First Offense:	Confiscation of tobacco product and in-school suspension.
Subsequent Offense:	Confiscation of tobacco product and 1-10 days out-of-school suspension.

b. Use of any tobacco or e-cigarette products on district property, district transportation or at any district activity.

First Offense:	Confiscation of tobacco product and 1-3 days out-of-school suspension.
Subsequent Offense:	Confiscation of tobacco product and 1-10 days out-of-school suspension.

**Truancy (see Board policy JED and procedure JED-API and JED-AP2)**--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.

First Offense:	Principal/Student conference or 1-3 days in-school suspension.
Subsequent Offense:	3-10 days in-school suspension and removal from extracurricular activities.

**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	1-180 days out-of-school suspension or expulsion.

**Vandalism (see Board policy ECA)**--Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students. Includes security cameras (breaking, moving, etc.)

First Offense:	Restitution, parental participation, loss of privileges, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	Restitution, 1-5 days in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Weapons (see Board policy JFCJ)**

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

- b. 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:	One (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.
Subsequent Offense:	Expulsion.

- c. Possession or use of ammunition or a component of a weapon.

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.



### **Search, Seizure and Privacy**

Search of the student's person or possessions will be limited to the situation where there is reason to believe that a student is hiding evidence of an illegal act or a school violation.

When it is practical, the student shall be present when a search of his/her possessions (including automobiles) is conducted. Items will be held by school administration pending further investigation or disciplinary action.

Items held or confiscated by the school will be evaluated for return to proper owner upon completion of an investigation or disciplinary action. Contraband or unlawful items, the possession of which violate the guideline for student behavior, school district policy, State and/or Federal laws, shall not be returned to the student or to any representative of the student; such items shall be turned over to law enforcement officials or, if not desired by such law enforcement officials, shall be destroyed by the school. Other items left unclaimed after an investigation or disciplinary action will be disposed of by the school.

In developing and carrying out discipline policies, school officials will make every effort to respect the privacy right of parents and students. School officials will exercise caution in potential cases of search or seizure or in the cases in which law enforcement officials may be involved. School officials will adhere to the provision of PL 90-247 (Privacy Rights of Parents and Students) in maintaining records about discipline. For details pertaining to PL 90-247, contact your principal or superintendent of schools.

### **Due Process**

All students are entitled to due process. This means that no action will be taken against a student until all deemed necessary have presented the facts involved and a judgment has been made. There are procedures which students must follow if they do not agree with the school's actions.

1. The student will be given oral or written notice of the charges against him/her.
2. The student is given an opportunity to present his/her side of the situation. Witness(es) may be brought forward on his/her behalf.
3. If the student denies the violation, the administrator will give an explanation of the reason for the action.
4. Prompt notification will be provided the parent/guardian of the reason for the administrative action.
5. If the student's parents are not satisfied with the decision of the principal, they may appeal the decision to the superintendent. At the student's request, the superintendent shall meet with the student and render a decision within a reasonable amount of time. The superintendent may affirm, revoke, or modify the suspension. In cases where the suspension is 1-10 school days, the decision of the superintendent is final.

If the student's parents are not satisfied with decision of the superintendent, they may appeal the decision by submitting a written request for a hearing with the Board of Education. The board shall meet within a reasonable period of time and consider evidence and statements presented by the parties concerned. The board shall take final action within a reasonable period of time (Ref. RSMo 167.161.171).

### **Elementary Attendance Policy**

All students are expected to attend school regularly in order to gain the maximum benefit from the instructional program. There is a direct relationship between late arrivals to school, poor school attendance, and class failure. Students who have good attendance generally achieve higher grades, enjoy school more, and are more marketable after leaving school. It is the responsibility of every student and his/her parents to see to it that the student is attending school on time every school day unless there is a legitimate excuse for the absence or tardy.

When a student is absent from any period in the school day, he/she must have a verified excuse from his/her parents or guardian.

The student should follow the following procedure when an absence is necessary:

1. Parents or guardian should notify the principal's office each day a student is absent (384-5227). A call should be made between 8:00AM and 9:00AM to report this absence. A student absent without parental or school approval is truant. Work missed while truant shall not be completed for credit.
2. The student is to report to the office first thing in the morning of return to obtain an admit slip. A signed and dated note from the parent or guardian must be presented to the principal and is kept in the student's file.
3. Missing school due to doctor appointments will not count toward the student's absence total when considering excessive absences if the student brings a doctor's note to school to verify the appointment. Students are to bring their doctor excuses to the office the day they return to class. (Parent note will not count it must be from the doctor) The excuse must clearly state what day(s) the note is for or it will not be accepted. These excuses must be on file within a week of the absence.
4. When students know in advance they will miss school, they should inform the office **prior** to their absence. Prearranged absences such as court days and funerals may not count toward the seven day rule. It is wise to check with the office to make sure planned absences are exempt.

**Third Absence** – Parents will be notified with a warning letter.

**Seventh Absence** – Parents will receive second notification and Lincoln County Juvenile Center may be notified of excessive absenteeism. After being absent for a total of seven days, students will receive an unexcused absence for each additional day of absence not validated by a written statement signed by the doctor from whom treatment or service is received.

**45<sup>th</sup> Judicial Circuit Family Court Division** – In addition to the above attendance policy, the Silex R-I School District may report a child after missing three or more days, again at the ninth absence, or after the fifteenth tardy to the child's first hour class. If the absences or tardiness continues, the Juvenile office may choose to initiate Juvenile Court proceedings.

### **Make Up Work**

The challenge of missing school is getting your class work caught up. If the student is gone from school he/she is responsible for asking for make up assignments and completing all work. The plan is as follows:

Excused absence(s): 1 day to make up work for each day missing.

For example: 1 day missed = 1 day to make up work.  
2 days missed = 2 days to make up work.  
3 days missed = 3 days to make up work.

### **Outstanding Attendance**

Outstanding attendance certificates will be issued to students who have been in attendance 98% of the time. Certificates will be given quarterly and awards will be given annually.

### **Policy for Pupils Riding on School Busses**

#### **A. Bus Conduct Rules**

1. Meet the bus on time.
2. Wait in the designated area.
3. Stay seated while bus is moving.
4. Keep head, hands, and feet inside the bus.
5. Keep the bus free of litter and other trash.
6. No eating or drinking on the bus.
7. Distracting the driver's attention could cause an accident so refrain from scuffling.

8. Talk in a normal tone of voice, using appropriate language.
9. Obey the driver.
10. Drugs, alcohol, or tobacco are not to be used at any time.
11. Handle disagreements without fighting.
12. Do your best to make sure the bus is not damaged.

**B. Being Late For The Bus More Than Two Minutes Past Scheduled Time Will Result In:**

1. The bus leaving without you.

**C. Failure To Obey The Driver May Result In:**

1. Being assigned to a specific seat by the driver.
2. Referral to the Principal.

A person who knowingly and unlawfully enters a school bus or unlawfully operates a school bus commits the crime of trespass of a school bus which is a Class A misdemeanor.

**Dress Code**

The Silex R-1 School District officials and all their representatives-principals, teachers, custodians, etc. have the responsibility to provide students with a clean, neat, attractive school environment which will help make the school day a pleasant experience. All students at all times during school hours and at school sponsored activities, should be dressed and groomed in a manner that is in keeping with the accepted community attitudes and compatible with modern styles which do not bring the good judgment of the individual into question. Students should dress appropriately for activities outside school hours but within the dress code. School athletic uniforms are within these rules.

1. Shoes, boots, or sandals must be worn at all times. (No heelies with wheels in them)
2. Teachers of specific courses where safety or health is a factor may require certain clothing or certain adjustments to hair or clothing during class.
3. Any clothing worn shall not have writing, drawings, or emblems that are obscene or derogatory. Ads for liquor, tobacco, or controlled substances are unacceptable. Students are not permitted to wear gang related apparel or insignias at school or school functions.
4. Clothing styles, unusual grooming, jewelry which creates disorder, either in the classroom or while attending school sponsored activities will not be acceptable.
5. Student shirts and tops -
  - A. Tube tops, halters, backless clothing, muscle shirts, spaghetti straps, see through garments (unless used for layered look and cannot see bra), tears or holes in inappropriate places, or bare midriffs will not be permitted in the building. Undergarments such as bras and sport bras are not to be visible. Students in early elementary grades will be judged on clothes in good taste by teachers and administration.
  - B. They must cover the student's stomach and back at all times without having to be pulled down. Tops/shirts that hang excessively low below the neck or armpits will not be allowed.
  - C. All shirts must have stitching around the sleeves. (NO shirts with the sleeves cut or ripped off).
  - D. All shirts will be kept buttoned except when worn over another shirt as a layered look.
6. Student pants, shorts, and skirts-
  - A. Must cover undergarments and pocket linings, be free from holes or tears in inappropriate places, and must not disrupt the teaching/learning process or cause undue attention to an individual student at all times.
  - B. Students may wear shorts or skirts whenever they feel the weather is suitable.
  - C. See through tight fitting shorts or pants may not be worn unless they're covered by another pair of shorts or pants.
7. Students are not permitted to wear caps, hats, hoods, sunglasses, dew rags, or bandanas in the school building unless pre-approved.
8. Students are expected to observe good grooming and personal hygiene while in attendance at school sponsored activities.

Certain dress requirements may be necessary at some school activities. Principals have authority to specify, interpret and enforce the dress code. Any student not complying with this dress code will be asked to change for their first offense with any repeat offenses will result in ISS for the day the student is not in compliance with the dress code. Parents will be expected to cooperate fully. Please note that at certain activities a specific dress code may be required. (Prom, field trips, etc.)

### **Property of Teachers and Administrators**

In order to maintain discipline and retain good teachers, the Board of Education adopts the following policy: Any student who damages the property of a teacher or an administrator or harasses them or their family either during school hours or after school hours, at school, or away from school, shall be subject to the discipline of the school as well as the law governing such matters. The superintendent is instructed to suspend such student until all property damages are paid in full. Further discipline will be administered according to the severity of the violation. The second offense will be cause for a ninety day suspension or expulsion.

### **School Facilities/Vandalism**

The Board of Education gives of its talent and time to see that proper facilities are provided which are conducive to learning. Much tax money is spent in providing these necessities for which the school is responsible. Students may not write on desks, walls, etc. or deface school property in any manner. Any student committing an act of vandalism (damage or destruction) to any school building, school equipment, school furnishings, or school property of the Lincoln County R-I School District, will be prosecuted according to the provisions of Missouri School Law.

## **PART VI**

### **Student Technology Acceptable Use Policy**

The Silex R-I School District Technology Usage policy and procedure is EHB which is available on the district website or by request. The student agrees to follow all aspects of this policy each time he/she logs onto any computer in the district. Parents and guardians must decide whether to allow Internet/computer access for their child. All students of the Silex R-I School district will be granted the right to have network/Internet privileges. **Any parent not wishing their child to have this privilege should specifically request in writing that their child be denied this privilege.**

Access to the Internet and the network is considered a privilege. Remember that communication over networks should not be considered private. Maintenance and supervision of the network will sometimes require review and inspection of directories. General school rules apply for behavior on the Internet. Students should report to their teacher or other staff members if they access information that could be deemed inappropriate. The guidelines are provided to make you aware of your responsibilities. Anyone found using access in a way deemed inappropriate will be denied privileges. (See Penalty in discipline section of handbook)

**SILEX ELEMENTARY SCHOOL  
HANDBOOK ACKNOWLEDGEMENT FORM  
2019-2020 SCHOOL YEAR**

*This form needs to be signed by parent/guardian and student and returned to school ASAP.*

STUDENT'S NAME \_\_\_\_\_ GRADE \_\_\_\_\_

STUDENT'S TEACHER \_\_\_\_\_

I have received and read the 2019-2020 Silex Elementary School parent/student handbook. I also acknowledge and understand the Discipline Policy used by Silex R-1 School District.

\_\_\_\_\_  
PARENT OR GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE