

S. M. Rissler Elementary Student Handbook

2023-2024

Inspiring Excellence



Each Student-Every Day

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Welcome: The S.M. Rissler Elementary teachers and staff welcome you to the new school year. The purpose of the S.M. Rissler Student Handbook is to acquaint you and your student with the school's programs, services and policies. Through an understanding of the regulations that keep the school functioning efficiently and an awareness of the opportunities offered at S.M. Rissler Elementary, a positive working relationship will be established among school administration, staff, parents and students. Please read this handbook with your child and keep it for future reference.

We are proud of our excellent faculty, students, and staff. Parent involvement is vital to the success of our students. We value parent input and encourage parent interaction in school activities. By working together, we will be able to make this an exciting and successful school year for our children. This is a guide and not intended to address every situation and policy. The school reserves the right to make revisions to these policies without notice.

Trenton R-IX School District Mission Statement

The mission of the Trenton R-IX Schools is to prepare all students to be Capable, Contributing, Caring participants in an ever-changing world.

S.M. Rissler Mission Statement

All LOVE, LEARN, LEAD. We ALL Succeed!

Educational Beliefs

1. We believe all students can learn.
2. We believe a safe, effective learning environment requires a partnership and a sense of shared responsibility among homes, schools, and community.
3. We believe the role of the teachers, sponsors, coaches and support staff is to enhance intellectual, physical, social and career development of students.

School Telephone Numbers

S. M. Rissler Elementary Office 359 – 2228
First Student Transportation 339 – 7227
Trenton R-IX District Office 359 – 3994
Preschool 359 – 2003
Parents as Teachers 359 – 2647

Academic Assistance

Teachers make every effort to afford each child extra instructional time during the regular school day. Teachers may recommend your child for tutoring. This would consist of a small group, after school sessions. Parent permission is required for student attendance. A schedule would be shared with parents by your child's tutor. Also, parents must arrange for after school tutoring transportation. School transportation is not provided.

Address or Day Care Changes

For the welfare of your child, it is important that we always have your current address, telephone number (home and work) and emergency and babysitter phone numbers. Please, inform the elementary school office when there is a change in residence or telephone number(s). **Please, keep us informed.**

Attendance

Perfect Attendance: Students who have missed NO time from school will receive perfect attendance recognition quarterly, during the end-of-school-year awards, and at various other times during the school year as announced.

Absences: Regular school attendance has a direct effect on the student's achievement. Students who miss school frequently are placed at a distinct disadvantage in the classroom. When students are absent from school, parents should notify the school of the reason for the absence. The office staff will check each day on students who are absent.

Students are granted one day for each day absent to make up work missed during school absences. Parents may request homework before noon and it may be picked up in the school office after 2:45 p.m.

Excessive Absences: By Law it is the parent's responsibility for the regular attendance of a child in their care. Excessive, undocumented absenteeism will be reported to the Grundy County Prosecuting Attorney and/or the Missouri Division of Family Services.

Procedures:

- 1. Six (6) Days** – Upon the **sixth** absence of the student, the parent(s) will receive a letter from the building administrator.
- 2. Ten (10) Days** – Upon the **tenth** absence, school personnel will review any documented and/or verified absences and will determine if the student needs after school instructional assistance to master concepts presented during the absences.
- 3. Fifteen (15) Days** – School personnel will review the student's progress for possible retention per Board policy.

Tardy and Early Departure: The Trenton R-IX School District recognizes the importance of giving each child the opportunity to be successful. To help achieve that success, the parent has the responsibility to make sure the child arrives at school on time. A "tardy" is arriving at school and entering the classroom after 8:00 a.m. Tardiness causes a disruption in classroom procedure, and hinders the orderly beginning of classroom activities. Parents bringing students to school should make every effort to make sure that the student is on time. Early departure and tardy minutes are counted off on daily attendance and these do affect perfect attendance (i.e.: if a student leaves at 2:30 p.m., the time will be deducted from attendance). Students arriving late or leaving early must be checked in and/or out through the office and will receive a tardy slip. A tardy slip from the office is required to enter the classroom. The Principal or designee will address excessive tardiness. Consequences may include but are not limited to conference with student, conference with parent, and/or documentation sent to the Missouri Division of Family Services.

Students leaving classrooms before the scheduled dismissal will be counted absent for the remainder of the school day. Messages are delivered to students in the classrooms at 2:30 pm Arrangements must be made prior to that time to guarantee that the student will receive correct instructions.

Building Access

Our school is a place where both parents and members of the community are welcome, but for safety reasons, all access to the building during school hours (7:30 a.m. – 3:30 p.m., Monday – Friday), will be through the school office. Any parent, visitor, guest, or community patron coming into the building must check in at the school office to be identified. To protect instructional time, no one, other than school personnel will be allowed in the classroom areas unless there is a scheduled conference or activity with a staff member. The office personnel will summon students from the classroom area when needing to talk to or leave the building with parents.

Counseling Services

The Trenton R-IX District implements the Missouri Comprehensive Counseling Program as a model for developing guidance services. A student needs survey is administered every three years and results are used to revise the developmental curriculum and includes sequential activities organized and implemented by certified school counselors with the support of teachers, administrators, students and parents. The counseling curriculum provides for student development in three areas: career planning and exploration, knowledge of self and others, educational and vocational planning.

The counseling program serves the educational, developmental and emotional needs of the individual student. The elementary school is fortunate to have a counselor available to provide guidance services to students and parents. In addition to classroom assignments, the counselor will work with individual student needs as time allows.

Daily Schedule

*7:30 a.m. - 7:50 a.m..	Breakfast served in cafeteria Faculty on duty
7:45 a.m.	Teachers in classrooms
7:55 a.m.	Pledge and announcements
8:00 a.m.	Classroom instruction begins Students will be counted tardy if not in the classroom at 8:00 a.m.
10:25 a.m.	Second Grade Lunch begins
10:55 a.m.	Kindergarten Lunch begins
11:25 a.m.	Third Grade Lunch begins
11:55 a.m.	First Grade Lunch begins
12:25 p.m.	Fourth Grade Lunch begins
2:55 p.m.	Students dismissed
3:00 p.m.	All students are to be out of the building

***NOTE: Faculty will be on duty at 7:30 a.m. Students should not arrive earlier as there is no supervision.**

Delivering Gifts for Students

No flowers, balloons, gifts, etc., should be delivered to school for students to take home on birthdays, holidays, etc.

Elementary students have school related materials to take home on a daily basis. Additional items create difficulty for the students as they prepare to leave, and as they ride the buses, or wait to be picked up. Many items create a hazard for students in the hallways and on the buses. Therefore, no additional items should be delivered to school.

Discipline

Effective school discipline is a result of a combined effort. Administration, staff, parents and most importantly, the student, must recognize and promote appropriate behavior. Each member of the staff is responsible for enforcing the school district policies and regulations. All students are expected to cooperate with all staff members in this respect. Failure to do so will result in referral to the principal for appropriate action. Actions to correct misbehavior will be selected by the principal as the details, reasons, and seriousness of each individual case is judged within the policies of the Board of Education, the Revised Statutes of the State, and Administrative Discipline Policy of the students, which may include:

1. Contacting the parents
2. Detention of the student during lunch
3. Suspension of the student from the school program, either at school or at home
4. Expulsion from school for a designated length of time

Insubordination and misconduct will not be tolerated. Theft, misuse, careless handling, or other intentional abuse of school property will not be tolerated. Disruptive behavior and activities that pose a threat to the health, safety, or welfare of a student will not be permitted while students are under the school's authority and supervision. All discipline actions will be handled at the discretion of the administrative staff and Board policy.

A staff member may, however, use reasonable physical force with a student without advance notice to the Principal, if it is essential for self-defense, the preservation of order, or for the protection of other persons or the property of the school district.

Detention and/or In-School Suspension of Students: The provision of detention or an in-school suspension program for student violations of policies, rules, and regulations shall provide Principals with an additional alternative for dealing with disciplinary problems that occur in the schools. ISS is located in the office. Students are able to do work for full credit. Students need to bring materials to work on during the ISS.

Out of School Suspension: OSS is a result of repeated office referrals or serious violation of school policy. During OSS, students may not be on school grounds or at school activities. Students are able to complete assigned work for full credit. Parents may request work and pick it up in the office.

Student Discipline Records: The Board of Education directs the Superintendent or designee to compile and maintain records of any serious violation of the district's discipline policy for each student enrolled in the District.

- Any offense that occurs on school grounds, on school buses or at any school activity that is required by law to be reported to law enforcement officials.
- Any offense that results in an out-of-school suspension for more than ten (10) school days. Such records shall be made available to teachers and other school district employees with a need to know, and shall be provided in accordance with state law to any school district in which the student subsequently attempts to enroll within five (5) business days of receiving the request. Personally identifiable student records will only be released or destroyed in accordance with state and federal law.

Confidentiality: Any information received by a school district employee relating to the conduct of a student shall be received in confidence and used for the limited purpose of assuring that good order and discipline is maintained in the schools.

Discipline of Disabled Students: Students identified as disabled will be disciplined following the structure set forth in the Procedural Safeguards for Students with Disabilities.

PBS – Positive Behavior Support: This is a system of procedures for teaching expected behaviors. Expectations are directly taught to students, practiced and reinforced. Those expectations are referred to as the “Bulldog Bark.” The four S.M. Rissler Expectations include: **B**e Safe, **A**ct Responsibly, **R**espect Others and **K**ind Actions.



This provides for consistency in student-adult interaction throughout the building. Through analyzing school data collection, we are able to decrease classroom behaviors and increase time on task and improve academic performance. This is a school wide focus on prevention. PBS is not a curriculum or program, but principles and strategies that will work in all environments. At S.M. Rissler Elementary a committee meets regularly to make our PBS program a success. It is our goal that all students will feel successful in school. At S.M. Rissler, we stress that all students and staff show respect, responsibility and give their best effort. We have a variety of incentive and recognition opportunities that reinforce student's efforts in these areas.

Dress Code

Any attire deemed to create a health, safety, or discipline concern will be considered inappropriate for school and will not be allowed. Hats and other head covering are not to be worn in the building except on designated days. Dress and grooming must not disrupt the teaching/learning process or cause undue attention to an individual student. All dresses and shorts worn should be no shorter than fingertip length. Bare midriffs and spaghetti straps are inappropriate for school, as each classroom is properly heated and air-conditioned. When in the judgment of the Principal a student's appearance or mode of dress disrupts the educational process, the student may be required to make modifications.

1. Inappropriate markings – Items of clothing and buttons may not bear alcoholic beverage, drug, or tobacco insignias, advertisements, nor provocative, profane, rude, suggestive, or otherwise inappropriate writing.
2. Personal hygiene – Students are expected to be clean and free of odor at school.
3. Headwear is not allowed in the building.

Enrollment/Student Information

Parents of students new to the school district must come to the appropriate level school office to complete enrollment information for each child enrolled. In order to allow school personnel time to process information, and access grade level and schedule placement, new students will not be eligible to attend classes on the day the completed enrollment information is submitted by the parent or guardian. Additionally, any student transferring into the Trenton R-IX Schools will have their head checked on the first day of attendance.

Age Required for School Attendance: State Law requires that all children between the ages of seven (7) and seventeen (17) years of age attend some type of recognized formal schooling. State Law also requires that in order for a child to be eligible to attend Kindergarten, the child must turn five (5) years of age before August 1, of the year in which they attend. To be eligible for first grade the child must turn six (6) years of age before August 1. Any child that has completed the Kindergarten year shall not be required to meet the age requirements for entrance into First Grade.

Required Enrollment Information: The parent or guardian should provide the following information before the student(s) may be enrolled:

1. Proof of residency within the school district boundaries
2. Up-to-date immunization record
3. A signed Student Discipline Statement
4. Birth Certificate (copy or original)

For school purposes we will use only the child's legal surname. While we can appreciate reasons why a student (or the student's parents) might request that the student use a name other than his/her legal name, there are some inherent problems in this practice, both for the child and for the school.

Withdrawal: The school office should be notified two or three days in advance when a parent anticipates withdrawal of the student from school. This gives the school time to update records and to complete withdrawal forms. The student will not be given his/her grade card and transfer information at the time of the withdrawal. All required student information will be sent to the new school upon receipt of a written request from the new school.

Field Trips

Field trips are a privilege as well as an invaluable learning experience that provides enrichment to our students. In situations where the safety of the child is in question due to the nature of the field trip or previous behaviors of the child, attendance on the field trip may be denied. Other situations may include the parent attending the trip with the child to ensure the child's safety. You will always be notified in advance of the date the trip will be taken, the cost (if any) of the trip, and the deadline for payment (if applicable). You will also be required to sign a permission slip that is due prior to the date of the actual trip.

Food Services

The purpose of the school lunch program is to provide a hot, nutritious meal for the children at minimum cost. Parents and persons from the community are welcome and encouraged to come to school to eat lunch with their child. Please, notify the office by 9:00 a.m. so we may prepare for additional lunches. Breakfast will be served from 7:30 to 7:50 a.m.

Payment: Students are encouraged to pay by the week or month. Lunch money should be sent in an envelope with the student's name and the teacher's name on it.

Charging for school lunches is discouraged. The student will not be allowed to accumulate more than \$10.00 in charges. Students having unpaid lunch charges at the end of a quarter grading period will not be issued a grade card until the charges are paid. Any money in the account at the end of the year will be carried over to the following year or refunded upon request.

Lunchroom Rules:

- No soda pop in the lunchroom. Pop will be taken.
- No sharing of food. Eat only from your own tray or lunch box.
- Talking is to be done in a quiet manner and good manners are expected.
- Failure to follow rules could result in eating away from the other students.

Visitors: Parents are welcome to come and eat lunch with his/her child. There is a designated table where the parent and student can sit and enjoy lunch together. The parent may only sit at the designated table with his/her student.

Grade Cards

Grade cards are distributed after the end of each quarter of school. Mid-term reports are distributed at mid-quarter. The date for the end of each quarter is listed on the school calendar. Students must be enrolled for 20 days before grades can be issued. If there are any questions about the grades or a child's progress, please, contact the teacher.

Grading Scale (K - 4):

- 4 Advanced: "I can apply what I have learned to a new situation or demonstrate understanding beyond my grade-level".
- 3 Proficient: "I can do this independently."
- 2 Nearing Proficiency: "I can do some things, but I still need prompts or cues."
- 1 Needs Improvement: "When I have help, I can do some of the easy things."

Health Services

Nurse: The school district provides a full-time, registered nurse in the elementary building. The nurse's office is located adjacent to the elementary office. Parents needing assistance with health or immunization concerns are encouraged to contact the health office. The nurse may be contacted by calling the elementary office. The nurse arrives at 7:45 a.m. and departs at 3:00 p.m. each school day.

Emergencies/Illnesses: In the event of an illness, injury, or emergency, if the parents cannot be reached, it is important that the school office be able to contact someone. It is the parent's responsibility to make sure that the nurse's office has the phone number of someone to contact in the event of such circumstances.

The school has the responsibility for the health and welfare of all students. School district policy mandates that students with a contagious disease or those suspected of having a contagious disease be excluded from school as outlined in the State's Health Standards and Practices. School personnel can request a doctor's excuse prior to the student returning to school if there is suspicion of a communicable disease.

Minor scrapes and bruises will be attended to by the school nurse or school personnel, but students will be sent home if:

1. The student has a temperature of 100° or more.
2. The student has vomited.
3. The student has a severe injury.
4. The staff cannot determine the cause of a student's sudden physical or emotional distress.

Before returning to school, **the child should be free of temperature for 24 hours**. Students with a contagious medical condition **must have taken medication 24 hours before returning to school**. Injuries not occurring at school should be addressed at home or in an appropriate medical facility. The nurse's time is fully consumed with injuries and illnesses occurring at school.

Special Health Problems: If your child has a special illness or health problem, please, contact the school nurse or Principal, so that the appropriate staff may be aware of the condition.

Medication: Requests for the nurse to administer over-the-counter medications must be in writing from the parent or guardian. Medication must be in the original container and will be administered according to the specific directions on the manufacturer's label.

Prescription medication will be administered upon written request of the parent or guardian. Medication must be delivered to the school nurse by the parent or guardian. Medication must be in the original prescription container with the student's name, name of drug, dosage, frequency of administration, how the medication is given and the doctor's name.

Note: Inhalers may be carried by students with the parent's written request and doctor's order. However, we do suggest a second inhaler be kept in the nurse's office for back up.

Head Lice: In keeping with the Trenton R-IX School District's policy of avoiding the unnecessary exclusion of students from school, the district will not exclude otherwise healthy students from school due to nit infestations. Students with head lice infestations will be excluded from school only to the minimum extent necessary for treatment. To avoid the unnecessary exclusion of students from school, the administration provides the following procedure:

1. Schools will not perform routine school wide head lice screening. However, should multiple cases be reported, the nurse will identify the population of students most likely to have been exposed and arrange to have that population of students examined.
2. If the school nurse or teacher discovers head lice or nits on a student, the parent/guardian of that student will be notified, and other students who reside with the infected student will also be checked.
3. The school nurse will instruct the parent/guardian concerning various shampoos, sprays and other appropriate treatments that can be purchased to eliminate head lice or nits and will also give information concerning necessary procedures to be taken in the home to ensure that the head lice are eliminated.
4. If the student was infected with live head lice, the student should not return to school for 24 hours after the discovery of the head lice to allow for treatment.
5. When a student who had a live head lice infestation returns to school, the student will be examined by the school nurse. If live head lice are found at that time, the parent/guardian will again be called and reinstructed concerning treatment. The student will be excluded from school for 24 hours to allow for additional treatment. This process will continue until the student is free of head lice.
6. A student who was identified as having nits but not a live head lice infestation will be re-examined within five (5) calendar days of the initial identification. If this examination reveals nits are still present, the parent/guardian will again be instructed on treatment options. This process will repeat until the student is free of nits.
7. The school nurse will keep accurate and confidential records of students infected with head lice or nits.
8. If it appears the parent/guardian of an infested student is failing to secure timely treatment for the infestation after having been given notice of the existence of head lice or nits in accordance with these procedures, the nurse will notify the school principal, who may report the matter to the Children's Division (CD) of the Department of Social Services.

The school nurse will develop education programs regarding the diagnosis, treatment and prevention of head lice for staff, students, parents and the community.

Instructional Interventions

The Trenton R-IX School District is strongly committed to creating an environment that promotes high achievement for all students. The Board directs classroom teachers to employ a variety of evidence-based instructional interventions at the classroom level to assist students who may be at risk of falling below grade-level expectations. In addition, the Board requires districtwide compliance with the instructional interventions detailed in this policy, as required by law.

Reading Plans for Students in Grades K - 4: Students enrolling in or currently attending grades K - 4 who are reading below grade level or otherwise failing to meet the district's objectives will be administered reading assessments and will be provided a reading plan that includes reading improvement instruction designed to assist the student to read at grade level. The plan may include individual and group activities, and the parents/guardians will be consulted. Reading plans will include additional reading instruction in school, and additional reading practice is encouraged outside the regular school day.

The students with a reading plan will be encouraged to attend summer school provided by the district for additional reading instruction and practice.

Dyslexia and Related Disorders: In accordance with law, the district will screen students for dyslexia and related disorders and provide the appropriate classroom support in accordance with guidelines developed by the Department of Elementary and Secondary Education (DESE).

Screening results will be provided to the student's parents/guardians and district employees who have a legitimate educational interest.

A screening that indicates the possibility of dyslexia or a related disorder is not a diagnosis and is not sufficient to determine whether the student has a disability, as defined in law, that requires accommodation or special education. However, the district may use the information to provide additional classroom support and collect additional data to determine whether the student may need to be evaluated for special education or other accommodations in the future.

The district will annually offer all teachers a minimum of two hours of in-service training on dyslexia and related disorders.

Library/Media Center

Library Fine and Replacement Policy: Students who do not return library materials will not be allowed to check out any additional materials. Upon the return of the materials, check out privileges will be reinstated.

If materials are considered lost, the following guidelines are recommended for replacement:

- Hardcover books – The original retail price will be charged. If the original retail price is unknown, the replacement cost will be considered in determining the cost. If a book is out-of-print and the original retail price cannot be determined, a fee of \$12 shall be charged.
- Magazines – A standard fee of \$2.00 will be charged for magazines.
- Paperbacks – A standard fee of \$2.00 will be charged for any paperback. Cataloged paperbacks will be regarded as hardcover books.
- Vertical file – A fee of 50¢ will be assessed for vertical file material.
- Non-print – Original cost will be charged.

Students will not be able to receive grade cards until outstanding library dues/fees are paid.

Computer and Internet Use: The students and staff should have no expectation of privacy or confidentiality in the content of electronic communications or other computer files sent and received on the school computer network or stored in their directories. The school computer network system operator, or other school employee, may, at any time, review the subject content, and appropriateness of electronic communications or other computer files, and remove them if warranted, reporting any violation of rules to the school administration or law enforcement officials.

Personal Electronics: If a student brings a personal electronic device to school the teacher/school will not be responsible for damaged, lost or stolen items. Electronics should remain in the "off" mode and put away as not to create a disturbance.

Lost and Found

Anything lost or found should be placed in the lost and found container or reported to the classroom teacher immediately. To help eliminate confusion PLEASE LABEL all of your child's belongings for easier identification. Parents are encouraged to check the lost and found container located in the foyer for lost items. Articles not claimed are given to the local thrift shop periodically.

Parent/Teacher Conferences

Parents are welcome and encouraged to contact the child's teacher at any time there is a question or problem. When requesting a conference, please, call between 7:45 a.m. and 8:00 a.m. or during the teacher's planning time.

Formal parent/teacher conferences are scheduled at the end of the first and third quarter. School will not be in session during scheduled conferences. Grade cards are issued prior to the conference.

Parties & Activities

Classroom: Three classroom activity days are held during the school year: Fall Holiday, Winter Holiday, and Valentine's Day. The Fall and Winter Holiday will be classroom activities organized by the classroom teacher. If the classroom teacher requires any assistance from parents for the Fall and Winter activities, they will communicate this with parents at the beginning of the school year. The Valentine's Day party will be a traditional classroom party and room parents will arrange with parents to provide treats for these parties.

Room Parents: Parent help is very necessary in order to conduct the classroom party and other special activities. If you can help, please, contact your child's teacher. Parents may sign up during the Open House held at the beginning of the year.

Birthday: Birthdays are acknowledged, but a special class time for parties is not permitted. Students may bring treats to share with classmates on their birthday. Parents should contact the teacher prior to bringing treats to school. Treats may be shared with classmates after as arranged with the classroom teacher.

Personal invitations to parties are not to be given out at school unless the invitations are extended to all classmates.

Classroom Treats: As recommended by the Health Department, in order to prevent the spread of germs and disease, treats and any food product must be purchased from a licensed vendor that is inspected and packaged. No homemade food is to be served.

Patriotic Observances

Pledge of Allegiance: As mandated by State law (171.021 RsMO) the Pledge of Allegiance to the Flag of the United States of America will be recited in classrooms at S. M. Rissler Elementary. Student participation is not mandatory.

Constitution Day/Veteran's Day: As mandated by State law, one class period each year in each classroom will be devoted to teaching the meaning of Constitution Day and Veteran's Day to the students at S. M. Rissler Elementary.

Phone Calls

To protect instructional time, students will not be called to the telephone for messages. Messages will be delivered to students at 2:30 p.m. Students will not be allowed to make calls on school telephones unless it is an emergency situation. Parents are encouraged to make arrangements for after school before sending students to school. Once a routine is established, there is no need to call the school office on a daily basis. Students are not allowed to bring cell phones to school.

Playground Rules

Each grade level will establish age appropriate playground rules. These rules will be discussed with the students. Rules will be enforced for the safety of the students. Students are expected to comply with all directives from all playground supervisors. Appropriate outerwear will be required to play outside. Students should not bring toboggans or sleds to school.

Promotion, Acceleration, and Retention of Students

The Trenton R-IX School District is committed to the continuous development of students enrolled in the district's schools and recognizes that the pace at which students develop varies. In the event of a concern, student promotion, acceleration, and retention will be in accordance with Board Policy IKE, with school administration making the final decision.

Retention: Retention may be considered when, in the judgment of the professional staff, it is in the best educational interest of the student involved. Parents/Guardians will receive prior notification and explanation concerning the retention. However, the final decision will rest with the school administration.

State law requires that all students who are reading below a third-grade reading level according to the district's fourth-grade reading assessment shall be retained if the student has not adequately improved by the end of summer school. Further, if a student fails to attend remediation assigned as a condition of promotion, the student will be retained.

School Procedure

Homework/Class Assignments: The S. M. Rissler Elementary School teachers and administration believe that good study habits are essential to every child's success. The purposes of homework are:

1. To encourage development of independent study habits, skills and personal responsibility.
2. To reinforce, enrich and extend learning by providing a variety of educational opportunities outside the classroom.
3. To provide an additional opportunity for family involvement in the child's education.

The nature of homework provides parents an opportunity to become actively involved in their child's education and gives parents insights into the school's philosophy, curriculum, and objectives.

Each grade level may distribute an appropriate handbook, which may present additional guidelines.

Work that was not finished during the school day may be added to assigned homework. Students should use their time wisely to complete assigned work in class.

Make-Up Work: Students are responsible for work missed during absences. In most cases, a day will be granted for each day absent, within reason. If the student needs more time, a request for an extension may be made and will be allowed at the discretion of the teacher.

Please, call as early as possible to request homework if your child is absent from school. Assignments may be picked up in the office after 2:45 p.m.

Make-Up Work from Suspensions:

- Students are allowed to make up assignments and receive grades during in-school or out-of-school suspension.
- All assignments are due one day after the student returns to class.

Social Media

You are welcome to take pictures and videos of special events in your child's classroom, however, we ask that you respect the privacy of our students and staff. If you choose to make these pictures and/or videos public via social networking sites, e-mail, websites, etc., we ask that you only use pictures of your own child where other students are not identifiable.

Children Left After School: Children are not to be left unattended in the school building. All students are to be out of the building by 3:00 p.m. unless they are attending a teacher-supervised activity or are riding a late bus. Younger students are not to stay with older students who may be participating in an activity. Students should be picked up directly after the activity ends.

Special Services Programs

Special Education Policy: 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 Trenton R-IX School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a development delay.

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

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

The Trenton R-IX School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed during regular school hours between 8:00 a.m. and 3:00 p.m. at the office of the Director of Special Education located at S.M. Rissler Elementary School.

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 the Trenton R-IX Director of Special Education at (660) 359-2228.

This notice will be provided in native language as appropriate.

Student Check-out and Pick-up Procedure

To promote student welfare and safety, students are to be checked-out of school through the office. Parents needing students during the school day are to call the office and request the child(ren). Students will be called to the office and released from there.

For safety reasons, parents picking up children at the end of school day are to remain in the waiting area to meet their child(ren).

Parents should not pick their child(ren) up on the sidewalk or in the parking lot as the students are going to the buses at the end of school. Parents are encouraged to make all after school arrangements before the child leaves for school in the morning. Dismissal time is very hectic; messages cannot be taken after 2:30 p.m.

Friends or relatives picking up children, who are unfamiliar to school personnel, must have a note or a phone call giving permission from the parent before the child will be released to them. If the teacher does not have a note, the student will be placed on their regular bus.

Student Searches

Students and parents should realize that the administration has the legal right to search lockers and other school property used by students, as well as cars parked on school property. This may be done without the student present. Students and their bags may be searched with reasonable suspicion.

Supplies

Consumable school supplies will be purchased by the district. Backpacks, school supplies, lunch boxes, and gym shoes remain the responsibility of the parent. Articles used or brought to school should be marked with the child's name. This includes coats, boots, books, lunch boxes, etc.

Personal Articles: Students are not to bring toys, dolls, pocket knives, and large amounts of money or any article of personal or family value to school. The damage or loss of such items can cause sorrow or grief for the student and his/her teacher and classmates. Many times such items are a distraction to the student in completion of classroom work. These items are to be left at home.

At times, interesting and unusual items may be brought to school for sharing or show-and-tell time. In this case, the student should have a note from the teacher requesting the item. Glass items or jars are potentially dangerous. Please, do not permit your child to carry these to school.

Textbooks Damage/Replacement

Textbooks and classroom workbooks are issued without cost to the student. The student is responsible for taking care of the textbooks issued to him/her. Normal wear and tear on the book is expected, but if the book is damaged or lost, the student will be charged for the damage or loss. In the case that a lost book is paid for and later it is found, the payment for the book will be refunded.

Transportation

Buses: The riding of a school bus is a free service provided by the school district to the students and is a **privilege and not a right**. Buses will load/unload in the south parking lot. Parents are asked to avoid the use of this area during before and after school bus times.

Students on buses are under the authority of the school and any problems or misbehavior will be handled in the same manner as if the student misbehaved in school. The principal supports the authority of the school bus drivers. A bus driver is in charge of the children while they are on and around the bus, just as the teacher is in charge in the classroom. The students are to respect a driver's authority and follow his/her directions. Students not following the directions of a bus driver or the bus regulation of the district may not be allowed to use the bus service as transportation to or from school. Bus regulations are posted on each bus.

First behavior offense	Written warning
Second behavior offense	One (1) to Three (3) day suspension from bus riding privilege
Third behavior offense	Three (3) to Five (5) day suspension from bus riding privilege
Fourth behavior offense	Five (5) to Seven (7) day suspension from bus riding privilege
Any further behavioral offenses	Bus riding privilege may be terminated.

Connie Chamberlaini is the Bus Coordinator for Apple Transportation. If there are any questions or problems, please, feel free to contact her at 339 – 7227.

1. **No Request for Bus Changes:** Students are only allowed (1) bus stop location during the school year. Bus changes are only allowed in the event of a permanent address change or other change deemed necessary by the building principal or bus barn staff.
2. **Items Carried on the Bus:** Please, monitor the items that your child takes on the bus. Items that would endanger the safety of your child or others should not be carried on the bus. Students should not bring objects on the bus that cannot fit in their backpack. Glass items or containers, sharp objects or tools, items of unusual size or length should not be brought on the bus. Students will not be allowed to ride the bus while carrying large items that hinder proper seating. Children needing to bring such items to school for activities should be transported to and from school by the parents.

Car Riders: The safety of students is one of our foremost concerns. Car riders should unload/load at the curb in front of the elementary building (circle drive). Parents are asked to stay in line to pick up their children using 5th Street to enter and 4th Terrace to exit the school grounds. When unloading/loading children, please pull forward as far as you can so that several cars can load and unload at a time. Please stay in the car line, it makes for a dangerous situation when patrons pull out of line and in front of other cars. **Parents are not allowed to walk up and pick up their child in the car rider line.** If you would like to walk to the school building to pick up your child, your child is considered a WALKER. Please see the next section for WALKER instructions.

Parents are asked to keep the south parking lot open, as this is the area the buses use to pick-up students.

Walkers: The students that walk home after school or whose parents walk to the school building to pick them up will gather in the NORTH HALLWAY by 2nd grade doors after the bell rings and will be dismissed to parents individually. Parents are to park along 6th street and walk to the 2nd grade exterior doors to collect their child(ren). Parents, please do not park in the front parking lot as this is a crossing lane for car riders.

Tobacco Free policy

The Trenton R-IX School District buildings and grounds are designated as tobacco free areas.

Visitors

All access to the building, during school hours, will be through the school building office. Any parent, visitor, guest, volunteer or community patron coming into the building must check in at the school office to be identified.

Students will not be allowed to bring visitors to school during class time. Former students are considered visitors. Pets are permitted only by special permission from the teacher and the Principal.

Parents: Parents are welcome visitors to the school. Parents need to sign in at the office before proceeding to any part of the building. Parents may visit or observe in the classroom, but need to contact and schedule with the classroom teacher in advance.

Volunteers: Volunteers will be utilized many times throughout the school year. All volunteers working with students either supervised or unsupervised by district personnel will be required to follow district policy accordingly.

Weather/School Cancellation/Early Out Releases

In the event that school is dismissed or canceled for bad weather, parents and students will be notified/released as soon as possible. Parents/patrons should make arrangements for their children now so that the students will understand who will be caring for them when school is dismissed or canceled unexpectedly. **Remember that school dismissals will be announced through the Trenton R-IX App, through the Bulldog Text Alert, on KTTN Radio (92.3 FM) and cable Channel 11.** If possible, students will not be released before 12:55 p.m.

On those school calendar days scheduled for early out dismissal, students will be released at 12:55 p.m.

Emergency Procedures

Tornado: The tornado signal is a pulse sound over the school intercom. On this signal, all occupants of the building will go directly to their designated area. Leave classroom doors and windows as they are: ● Use the route nearest to your classroom.

- Walk briskly, do not run.
- Do not talk; talking leads to confusion and panic.
- Do not go to your locker/cubby.
- Stay away from the windows at all times.
- Once you have arrived at your designated location, you should assume the "tornado posture" of head down and hands clasped behind your head.
- Your teacher will take roll and give you further instructions.

Earthquake: The earthquake signal is an intercom announcement. On this announcement, all occupants of the building will move to the closest interior wall away from windows and take cover. When the quake is over, classes will evacuate the building according to fire exits and meet in a safe, open location.

Fire: The fire signal is a siren sound over the school intercom. On this signal, all occupants of the building will evacuate by exiting from the door nearest their classroom. Classroom doors and windows should be closed.

- Walk briskly, do not run.
- Do not talk; talking leads to confusion and panic.
- Do not go to your locker/cubby.
- Upon leaving the building, go with your teacher to your designated area without stopping.
- Once you have arrived at your designated location, your teacher will take roll and give you further instructions.

Emergency Evacuations: The emergency evacuation signal is announced over the intercom. On this signal, teachers will instruct students on proper procedures, moving them to a predetermined area that will not be disclosed to the public. Teachers will take roll at that location and await further instructions from the administration.

Lockdown: The lockdown signal is announced over the intercom. On this signal, teachers will lock all doors to their classrooms and move students to an exterior wall away from the door not visible through the windows.

Administrative Information

Notice of Nondiscrimination and Anti-Harassment Compliance:

The Trenton R-IX School District Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The Trenton R-IX School District is an equal opportunity employer. Behavior that is not unlawful or does not rise to the level of illegal discrimination, harassment or retaliation might still be unacceptable for the workplace or the educational environment. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including, but not limited to, socioeconomic level, sexual orientation or perceived sexual orientation. All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute discrimination, harassment or retaliation in accordance with this policy. Inquiries related to Trenton School employment practices or to file a grievance, contact the Superintendent, 1607 Normal Street, Trenton, MO 64683; telephone number 660-359-3994. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Director of Supportive Services, 1607 Normal Street, Trenton, MO 64683. Inquiries or concerns regarding civil rights compliance by school districts should be directed to the local school district. Inquiries and complaints may also be directed to the Office for Civil Rights, Kansas City Offices, U.S. Department of Education, One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, MO 64106; telephone: 816-268-0550; Fax: 816-823-1404; TDD: 877-521-2172. Please refer to Board Policies AC and IGBA for more information.

Teacher Qualifications: Parents may request professional qualifications of teachers including certification and teaching assignment, whether their student is served by a paraprofessional and that person's teaching assignment, degrees, and endorsements. Schools will notify parents if their student is taught by a nonqualified teacher for four or more consecutive weeks. The school will inform parents of their student's level of performance on statewide assessments.

Section 9524: Trenton R-IX School District had no policy that "otherwise denies participation in, constitutionally protected prayer in public...schools as detailed" in accordance with Section 9524 of the No Child Left Behind Act.

Complaint Resolution Procedure for Federal Programs:

See attached ESSA Complaint Procedures.

Protection of Pupil Rights Amendment (PPRA):

The Protection of Pupil Rights Amendment (PPRA), requires Trenton R-9 School District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations;
2. Mental and psychological problems potentially embarrassing to the student and his/her family;
3. Sex behavior and attitudes;
4. Illegal, anti-social, self-incriminating and demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or 7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

Family Educational Rights and Privacy Act (FERPA)

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

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

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

If you do not want Trenton R-IX School District to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the Trenton R-IX School District in writing by the first day of school. Trenton R-IX School district has designated the following information as directory information (Note: an LEA may, but does not have to, include all the information listed below):

Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

Notification of Rights Under FERPA for Elementary and Secondary Schools:

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

1. The right to inspect and review the student's education records within 45 days after the day the School receives a request for access. Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend their child's or their education record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and

law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school or school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request or the disclosure is initiated by the parent or eligible student.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202.

Programs for Homeless Students: The Trenton R-IX School District Board of Education recognizes that homeless students are particularly vulnerable and need special assistance to access and benefit from the education environment. Therefore, the district, in accordance with state and federal law and the Missouri state plan for education of the homeless, will give special attention to ensure that homeless students in the district are promptly identified and have access to a free and appropriate public education and related support services. (Board Policy: IGBCA)

Bullying/Hazing/Cyberbullying:

In order to promote a safe learning environment for all students, the Trenton R-IX School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students. Bullying – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

Cyberbullying – A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

Hazing - any activity, on or off school grounds, 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 include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing inhalation or consumption of any food, liquor, drug, tobacco product, or other substance; or any other forced physical activity that could adversely affect the physical health or safety of an individual.

(Board Policies: JFCF, JFCG)

Hazardous Materials:

The district will comply with all state and federal laws regarding the identification, management and abatement of asbestos in district buildings. This procedure outlines compliance measures but is not intended to expand or conflict with applicable federal law.

Definitions

Asbestos-Containing Material (ACM) – When referring to school buildings, any material or product that contains more than one percent asbestos.

Asbestos-Containing Building Material (ACBM) – Surfacing ACM, thermal system insulation ACM or miscellaneous ACM that is found in or on interior structural members or other parts of a school building.

Friable – When referring to material in a school building, material that, when dry, may be crumbled, pulverized or reduced to powder by hand pressure, including previously nonfriable material after such previously nonfriable material becomes damaged to the extent that, when dry, it may be crumbled, pulverized or reduced to powder by hand pressure.

School Building – Any property the district leases, owns or otherwise uses in the following manner:

1. Any structure suitable for use as a classroom, including school facilities such as laboratories, libraries, eating facilities or facilities used for the preparation of food.
2. Any gymnasium or other facility that is specifically designed for athletic or recreational activities for an academic course in physical education.
3. Any other facility used for the instruction or housing of students or for the administration of educational or research programs.
4. Any maintenance, storage or utility facility, including any hallway, essential to the operation of any facility mentioned in items 1–3 above.
5. Any portico, covered exterior hallway or walkway.
6. Any exterior portion of a mechanical system used to condition interior space.

Asbestos Manager

The director of supportive services is the district's designated asbestos manager. The asbestos manager will coordinate district efforts to comply with state and federal laws regarding the identification, management and abatement of asbestos. The asbestos manager will receive training in:

1. The health effects of asbestos.
2. The detection, identification and assessment of ACM.
3. Options for controlling ACBM.
4. Asbestos management programs.
5. Relevant state and federal laws concerning asbestos.

Asbestos Management Plan and Recordkeeping

The district is required by law to have an asbestos management plan for each school building containing asbestos. The asbestos manager will work with an accredited professional to create, maintain and update the district's asbestos management plans to keep them current with ongoing operations and maintenance, periodic surveillance, inspection, reinspection, and response action activities, as required by law. Each management plan must contain a true and correct statement, signed by the asbestos manager, that certifies that the district's responsibilities under the law have been or will be met. Copies of the management plans will be available in the superintendent's office and in the individual school building covered by the plan. If all ACBM has been removed from a building, the district will retain the records for six years.

(Board Policy: EBAB)

Nutrition Guidelines

The nutrition guidelines outlined in this section do not apply to food or beverages brought from home by students for consumption solely by the student or food or beverages created or used by students as part of the district's instructional program.

It is the policy of the Trenton R-IX School District that all foods and beverages sold to students during the school day on any property under the jurisdiction of the district will meet the U.S. Department of Agriculture (USDA) school meal and Smart Snacks in School (Smart Snacks) nutrition standards. These nutrition standards apply to all food and beverages sold to students, including those sold in vending machines, school stores and through district-sponsored fundraisers, unless an exemption applies. In addition, the Smart Snacks standards apply to all food and beverages provided, but not sold, to students outside the reimbursable school meals program during the school day. For the purposes of this policy, the school day is the time period from the midnight before to 30 minutes after the official school day. (Board Policy ADF)

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

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

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
General Information <ol style="list-style-type: none"> 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed? 	
Complaints filed with LEA <ol style="list-style-type: none"> 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)? 	Complaints filed with the Department <ol style="list-style-type: none"> 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?
Appeals <ol style="list-style-type: none"> 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)? 	

1. What is a complaint?

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

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

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

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

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

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

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

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

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

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

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

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

9. How will appeals to the Department be investigated?

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

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

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

¹ Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V Revised 4/17 ²In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C)

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