

**Athena Elementary
Student Handbook**

2022-2023



I have read and understand all of the school policies that are stated in the student handbook.

(student)

(parent/guardian)

(date)

***Please sign and return to school.
2022-2023***

De Soto School District #73

This handbook is designed to assist Athena Elementary parents and students by answering questions they might have concerning the school and the practices of the school. It is also designed to introduce parents and students to the elementary attendance policy and discipline code and procedures.

De Soto School District #73 Mission

The mission of the De Soto 73 School District is to ensure learning, growth and success for all students.

The De Soto District #73 does not discriminate on the basis of race, color, religion, national origin, gender, disability, or age in its programs and activities as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990. Inquiries related to District programs and to the location of services, activities and facilities that are accessible by persons with disabilities may be directed to De Soto School District Central office, 610 Vineland School Road De Soto, MO 63020, or by telephone at (636) 586-1000.

Athena ELEMENTARY

3775 Athena School Road, De Soto, MO 63020

www.desoto.k12.mo.us

Principal.....Miss Whittney Carter
Email.....carter.whittney@desoto.k12.mo.us
Asst. Principal.....Mrs. Ann Hammond
Email.....hammond.ann@desoto.k12.mo.us
Counselor; K-3Mrs. Stephanie Kitchell
Counselor;4-6Mrs. Tonya Gerullis
Librarian.....Mrs. Ashley Emmons
Student Services.....Mrs. Jamie Pinson
Nurse.....Mrs. Natalie Moser RN
Principal's Secretary.....Mrs. Macie Reiser
Attendance Secretary.....Mrs. Christin Colbert
Mascot.....Dragon
Colors.....Green & White
Grades.....K-6
Enrollment.....500 Students
Staff.....50 Teachers

Athena TELEPHONE NUMBERS

Athena Office.....586-1020
Fax.....586-1029
Athena Nurse.....586-1020
Transportation.....586-1078

SCHOOL HOURS

7:45am-4:15pm Office Hours	8:20am - 8:40am Breakfast
8:20am Student Arrival	8:40am Classes Begin
3:35pm Student Dismissal	11:00am - 1:35pm Lunch Shifts

Late Start Mondays

This year the district will be utilizing a late start Monday to provide needed collaboration time for our secondary level. This time has been shifted from the full Professional Development days in previous years, to late start Mondays spread throughout the school year. This will occur every single Monday that school is in session with the exception of Monday, August 30th and Monday, May 23rd.

	<u>Regular Schedule</u>	<u>Early Release Schedule</u>	Late Start Monday
DHS, DJHS	7:38 AM - 2:35 PM	7:38 AM - 11:40 AM	8:38 AM - 2:35 PM
AES, VES	8:40 AM - 3:35 PM	8:40 AM - 1:15 PM	9:40 AM - 3:35 PM
ECC- Full Day	8:00 AM - 3:10 PM	8:00 AM - 1:15 PM	9:00 AM - 3:10 PM
ECC- 1/2 Day AM	8:25 AM- 11:25 AM	No School	
ECC- 1/2 Day PM	12:25 AM- 3:25 AM	No School	

Student drop off for elementary begins 20 minutes before school starts

SCHOOL SECURITY

To ensure the safety of all students and staff everyone should cooperate to make the school a safe place. Parents and patrons are encouraged to visit. All visitors are requested to report to the main office upon entering the building. **Visitors will fill out a "Visitor's Badge" in the office.**

Any adult volunteers on a consistent basis (more than once) are required to obtain a digital background check and have it sent to our DeSoto Central Office at 610 Vineland School Road, De Soto, Missouri 63020.

STUDENT ARRIVAL AND DISMISSAL

Arriving - Except in an emergency, no student may be on campus prior to 8:30 a.m.

Leaving prior to the end of the school day: If a student must leave prior to the end of the day, the student will be counted absent for the time that is missed. A student who must leave, will only be released to a parent/guardian through the Athena Office.

BUS TRANSPORTATION

De Soto places the highest priority on the safety of each student. The transportation department has numerous measures in place to guarantee safety during rides to and from school. State law requires school district's to provide transportation for students who are three and a half miles away from school and does not require schools to accommodate more than one bus stop for any student.

Parents will be able to register their child(ren) for bus service by contacting the transportation department. Families will only be allowed to select one permanent pick-up/drop-off address (these can be different). Students are not allowed to ride any bus other than their assigned bus. We will not accommodate day to day bus changes. A change in schedule must be done in writing, must be done at least 24 hours in advance, must be done through the students school, and done for a minimum of one week long change, and remain consistent.

Families with custody plans on file with the school can request special weekly arrangements. Emergencies are handled through the building principal, who will work with our police officers and intervention specialist to assist families if needed, but cannot be accommodated through a bus change.

BREAKFAST/LUNCH PRICES

Breakfast: Free Breakfast for students

Lunch: Prices listed below are for the 2022-2023 school year.

Lunch.....	\$2.70	Adult Breakfast.....	\$2.15
Reduced Lunch.....	\$.40	Adult Lunch.....	\$3.30
Milk.....	\$.50		
Breakfast (student).....	\$1.70		

BREAKFAST LUNCH PROCEDURES

Payment for Meals: Daily or weekly breakfast and/or lunch payments must be made. Each payment should be in an envelope with the student's name, the teacher's name, the amount in the envelope and whether the amount is in the form of a check or cash. Lunch envelopes may be obtained in the main office.

SPECIAL SERVICES

Counseling Services: Two school counselors are available to assist students and parents. Any situation that poses a problem for the student may be discussed with one or both of the school counselors.

Gifted Education: The Discovery Program is available to students in grades kindergarten through sixth who, after an evaluation, are found to be academically gifted.

Other Special Services: Through the local district, services are provided for students with the following special needs: educable mentally handicapping conditions, learning disabilities, special math and/or reading deficiencies, and speech and/or language deficiencies. Through the district, services are also provided for other educational disabilities.

Athena School Sponsored Clubs

Athena has several school sponsored clubs that will meet outside of school hours throughout the year. Below are clubs that will be offered in the 2022-2023 school year. Additional clubs may be added to this list.

Art Club

Art club is a fun after school activity that is open for students in grades 4-6. We meet once a month from 3:30-5:00. In art club, students are given the opportunity to explore their creative ideas and talents through projects that are an extension of the elementary art curriculum.

Athena Choir

Athena Elementary Choir is a before school choir program that meets once or twice a week 7:45am-8:45am. The choir is open to all fourth, fifth and sixth grade students. Singers focus on breath control, pitch, showmanship, and fun. Performances are once a semester and provide an opportunity for classmates and parents to see the culmination of learned skills. There are no auditions and all are welcome!

Good News Club

Good News Club is a fun club offered after school one day a week, open to all grade levels. We meet in the library as one large group, and then divide into grade levels for small group time. Each meeting we have, we learn a Bible story, have a snack, take prayer requests, and meet with a small group of friends our age. After each Bible study unit, we have a review day to share memorized Bible verses, make crafts, and play games. It is a fun time for everyone! Each meeting will last from after school until 5:00 pm.

Great Club

Are you a 5th or 6th grade girl who is interested in creating new friendships, and becoming a positive role model in our school? If so, then we have a club for you! G.R.E.A.T. Club (**G**irls **R**especting **E**ach other **A**nd **T**hemselves), is a program designed to help promote positive self-esteem and character, help provide girls with tools when faced with age appropriate situations, and the opportunity to become positive role models for others in our school. This is an important time for the girls to work on these skills and traits as they are beginning to transition into middle school, and the responsibilities of becoming role models are increased. During our monthly meetings we will be working on topics such as self-esteem, gossiping, friendships and many more. We will be participating in fun and exciting activities during our meetings as well. Our meetings will take place, each month from 3:45 p.m. until 4:30 p.m. We do ask for each grade level to supply snacks for our meetings.

Math Olympians

Math Olympians is an afterschool club for students who enjoy solving math challenges. You will explore mathematical concepts while solving problems that have multiple solution paths. You will be competing with students all over the country. The group is open to any 4th, 5th or 6th grade student who enjoys challenges in math. We meet once a month to do our math contest from 3:45-4:30. The contests run from November - March. Each contest you may earn points that are added together at the end of year. We have students that have won patches, trophies, and recognition at school board meetings.

Student Council

Are you interested in helping others in our school and community? Would you like to work towards making our school a better place? If so, you are perfect for Athena's Student Council! Student Council is an organization of 5th and 6th grade students who work towards improving their school and community.

Athena's Student Council will meet once a month to coordinate school and community projects, create and facilitate school fundraisers and will host 5th and 6th grade socials throughout the school year.

In order to be a member of the Student Council, a student must:

- be a good role model
- demonstrate leadership qualities
- maintain good grades (no office referrals)
- maintain good attendance (few absences and tardies)
- be available before/after school once a month to attend meetings
- be available to stay two/three times after school to host 5th and 6th grade socials

ELEMENTARY DRESS POLICY

A student's dress/appearance shall not cause distractions and/or disruptions that will impede the orderly progress of the educational process or safety of the individual. The responsibility for determining what constitutes a dress/appearance distraction rests with the administration and/or professional staff of each school building. Final authority rests with the Board of Education. The student dress expectations include the school day and school-sponsored extracurricular activities.

Students shall observe modes of dress and standards of personal grooming that are in conformity with the educational environment and necessary to maintain an orderly and safe atmosphere for all students. Apparel is expected to conform to reasonable student standards of modesty, and as such, no excessive or inappropriate areas of skin or undergarments may be exposed. No apparel or grooming which presents a safety concern is permitted. No apparel displaying messages that are gang-related, sexually explicit, vulgar, violent or advocating illegal activities are permitted. Further, no clothing or personal grooming that disrupts, or can be forecasted to disrupt, the educational environment is permitted. (De Soto Policy 2651)

The De Soto School District 73 requires that all students and parents adhere to, but are not limited to, the following guidelines:

1. No midriff tops, bathing suits, spaghetti straps, or tank tops shall be worn. Shirts and blouses need to cover: from neck to shoulders (both sides), have a full back and be long enough to cover the entire torso. No cleavage is to be exposed.
2. No see through clothing shall be worn. Undergarments must not show.
3. No hats, caps, or bandanas.
4. No clothing which illustrates, with words or symbols, statements condoning alcohol; tobacco or drug use, views concerning sexual issues, or depictions of violence or profanity.
5. No student on or about school property or at a school function shall wear, possess, use, distribute, or display or sell clothing, jewelry, large chains, emblems, bandages, symbols, signs, or other things which are evidence of membership of affiliation in any gang or cult.
6. No spiked or studded jewelry or large wallet chains.

Physical Education Dress Policy: Students should wear suitable shoes for physical education activities. Tennis shoes are preferable, but shoes with rubber soles, flat heels, and good support may be worn as well.

Recess Dress Policy: Dress should be appropriate for the weather. Students will go outside during the winter months and will need warm coats, gloves, hats, etc.

STUDENT ATTENDANCE DESOTO POLICY 2310

The purpose of the attendance policy of the De Soto School District is to encourage regular school attendance. The Board of Education believes that regular and punctual attendance is an important factor in a student's success in school. An integral part of the learning experience is the interaction between students and teachers. Students who are absent from school are not able to participate in class discussions, small-group activities, or class experiments. They miss out on explanations of concepts and ideas that will appear on homework assignments and tests. Missing school results in poor work habits, lower grades, lower self-esteem, and a lack of self-discipline. Since there is a direct relationship between attendance, grades, and success in school, the board believes that students must maintain a good attendance record.

Regulation 2310: Elementary School Attendance Program

1. Definition of Terms
 - a. Truancy - a pupil's absence from school without his/her parent's knowledge or consent
 - b. Tardy - arriving late for school
 - c. Early Sign out - leaving school prior to the end of the school day
 - d. Absent - not present
 - e. Absence due to Special Circumstance - an absence due to a one time family situation per school year; must
be approved by the building administration prior to the absence.
2. Make-up Work after an Absence: Students shall have the opportunity to make up work according to board policy for absences not exceeding sixteen (16) days in a school year. The teacher and the student will meet to determine make-up assignments and establish mutually agreeable times for daily work and test make-up. Students whose absences exceed sixteen (16) days in a school year may receive partial credit for any make-up work that is turned in.
3. Homebound Instruction: Students who have justifiable reasons for long-term absences, such as illnesses or accidents and whose probable absence will extend beyond one (1) week, shall be referred for homebound instruction.
4. Absence Due to Special Circumstance: Special Circumstances may be excused by the building administration. A "Special Circumstance" is defined as "an absence due to a one time family situation per school year." The student may be excused with the following provisions:
 - a. Parent/Guardian must contact the building administration prior to the absence.
 - b. Parent/Guardian must contact the teacher and arrange for work to be given to the student prior to the absence.
 - c. All assignments must be turned in to the teacher on the day the student returns to school
5. Excessive Absences
 - a. Excessive absences are the total absences that exceed the allowable sixteen (16) days per year.
 - b. A student absent from school, other than in extraordinary circumstances, sixteen (16) or more days during one year may be subject to failing grades and/or retention. The following procedures will occur prior to the sixteen (16) days:
 1. The Attendance Secretary and/or the building administration will notify parents by letter when a student has missed four (4) days.
 2. The Attendance Secretary and/or the building administration will notify parents and schedule a conference when a student has missed seven (7) days. Before or after school tutoring may be recommended at this time by the building administration.
 3. After the student's sixteenth (16th) absence during one school year, the school may notify the County Juvenile Office, Children's Services, and/or the county Prosecutor's Office as deemed necessary.
Before/After school tutoring and/or summer school attendance may be recommended at this time by the building administration.
 - c. Excessive absences, if continued, may result in retention. A final decision to retain the student because of excessive absenteeism will be made by a building team.
 - d. Any decision to retain a student due to attendance may be appealed by the student's parent/guardian to the superintendent of schools for an administrative review. Should there be no change in the finding of the respective school by the administrative review; the parent/guardian may appeal to the De Soto School District #73 Board of Education.

6. Excessive Tardiness

- a. Six (6) tardies will result in a one (1) day absence and may result in disciplinary action.
- b. Six (6) times leaving school early will result in a one (1) day absence and may result in disciplinary action.

Physical Education Absences: In order for a student to miss physical education activities, he/she must bring a note from a physician or have special permission from the building administration.

PERFECT ATTENDANCE

To be eligible for perfect attendance and to receive the end of the year perfect attendance reward, a student must be in school every day school is in session and may miss no more than 5 total hours for the entire school year.

EMERGENCY PROCEDURES

Emergency Drills: Throughout the year, earthquake, fire, tornado, and intruder drills are planned by the building administration in conjunction with the District's Central Office and civil authorities.

1. **Fire Drill:** The signal for a fire drill will be the continual sounding of the fire alarm. Students are to evacuate the building with their class. Teachers are to take attendance to ensure that all students are accounted for.
2. **Tornado Drill:** The signal for a tornado drill will be a number of short rings of the bell and an announcement over the intercom. No one will leave the building for any reason. Students will go to designated areas and teachers will take attendance.
3. **Earthquake Drill:** Students should protect themselves by getting under their desks/tables and remaining there until further notice. When safe, the building will be evacuated using standard fire drill procedures.
4. **Active Shooter/Intruder Drill:** During the drill, doors are closed and locked. Teachers should lead their class to a safe place off campus if they have a safe route to exit the building. If teachers cannot safely leave the building, they should lock and secure their doors and hide their class and themselves out of sight of any windows. Should the intruder gain entry to your previously secure location, you should be prepared to take actions that interrupt the intruder's ability to cause harm. These acts will depend on the situation and your physical abilities. Consider engaging in acts that will create noise, movement, distance, or distractions. The situation will be monitored with real time information; students and staff should be prepared to move to safety.

HEALTH SERVICES

Health Services: The Board of Education believes that in order to provide for the safety and well-being of its students, it is necessary to implement and maintain a district-wide student health services program. The district will be responsible for providing first aid or emergency treatment for students in cases of sudden illness or injury. Where necessary, with notice to the parent/guardian, emergency health services will be secured. The parent/guardian is responsible for his/her child's medical treatment. (De Soto Policy 2830)

Emergency Information: At the time of enrollment or at the beginning of each school year, every student receives an "Emergency Information Form." Parents/Guardians are required to complete the form by providing emergency contact information. Parents are encouraged to update this information during the school year.

Medication: A student found possessing and/or using any type of medication, (medication includes: prescription, over-the counter drugs, and herbal preparations) is subject to disciplinary action. The district does not supply any type of medication. A student may bring personal medication by following these directions:

1. All prescription medication must be labeled from a pharmacy with the student's name, dosage, date, name of medication, how it is administered, and the doctor's name.
2. Written permission from the parent/guardian is required stating that a student may take medication during school hours. Parental permission and the medication must be given to the nurse prior to the start of the school day.
3. Medication that is not in the original container, prescription bottle, and/or is not turned in with written permission from a parent/guardian will be held in the nurse's office.

Head Lice Screening: The first reported case is screened. If nits or lice are found, parents are notified and the child is sent home. Siblings and classmates are then screened. Students must be treated at home and checked by the nurse prior to returning to class. A no-nit policy is put into effect. The bus supervisor and principal are notified; parents must bring the child to the nurse for proof of no lice and also be nit-free. If the child does not return to school in one week, Children's Division is notified. Students returning to school will be checked weekly until nit-free for thirty days.

Student Accident Insurance: The Board of Education will provide the opportunity for parents/guardians, students, and others to purchase student accident insurance on an annual basis. Each year the administration will choose a provider offering group rates and will make the information available to district families. Participation in any group plan is optional and arrangements for participation are the responsibility of the parents/guardians or students. (De Soto Policy 2840)

Inside Recess

In the event of rainy or wet weather, supervised indoor recesses are provided for all students. If a student must stay indoors during recess on other days, the parent/guardian should send a note to the classroom teacher for each day that a student must remain indoors.

Temperature Guidelines for Recess and Outdoor PE It is the District's procedures that during cold weather, the decision for outside recess will be based on weather factors such as wind chill, snow, rain, cloud cover, wind, etc. These factors will be used by the building level administration to determine whether or not it will be beneficial for children to go outside.

Suggested Outline is as follows:

Temperature – including wind chill or heat index

30 degrees or below – stay inside

31–98 degrees – normal outside time

99 degrees and above – stay inside

For the well-being of the students, the principal maintains the school expectation that students will dress appropriately for the weather. Students will wear long pants or cover their legs when the temperature is below 45 degrees. Coats and/or jackets are also required by students going outside when the temperature is below 45 degrees.

Extremely cold weather can be very dangerous. Parents and guardians should be certain that their children are appropriately clothed with mittens, hats, coats, etc., so they can be comfortable both inside and outside.

INSTRUCTIONAL SERVICES

The primary focus of the district's staff and programs is maximization of student learning. While learning occurs as a result of extracurricular activities and as a result of non-structured interaction between students and between students and staff, most learning occurs as a result of planned learning activities during class time. Therefore, every effort will be made to minimize disruptions in instructional time. (De Soto Policy 6210)

PROCEDURES FOR REPORTING GRADES TO PARENTS/GUARDIANS/STUDENTS

Grading System

A = outstanding work

B = above average work

C/S= average work/satisfactory work

D/N= below average work/needs improvement

F/U = failing work/unsatisfactory work

I = incomplete work

Grading Scale

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% - 0% = F

Grade Calculation

Summatives = 70% of grade

Formatives = 30% of grade

Progress Reports: Progress reports/Mid-Term reports are distributed following the midpoint of each quarter.

Report Cards: Report cards are distributed to the students on the fifth school day following the end of the quarter.

Conferences: Parent/Teacher conferences are scheduled at the end of the first quarter. Other conferences may be scheduled as needed.

Other Parent Contacts: Teachers and parents are encouraged to contact one another for various reasons by telephone, note, and email.

Promotion and Retention Practices: The purpose of promotion and retention is to provide maximum consideration for the long-range welfare of the student and to provide an opportunity for each student to progress through school according to his/her own needs and abilities.

It is expected that most students in the schools will be promoted annually from one grade level to another upon completion of satisfactory work; however, a student may be retained when his/her standards of achievement or social, emotional, mental, or physical development would not allow satisfactory progress in the next higher grade. Retention normally occurs before the student leaves the primary grades.

The district requires remediation as a condition of promotion to the next grade level for any student identified by the district as failing to master skills and competencies established for that particular grade level. Remediation may include, but shall not be limited to, a mandatory summer school program, and before or after school tutoring program, or other such alternatives conducted by the district outside of the regular school day.

In evaluating student achievement, each teacher will make use of all available information, including results of teacher created tests and Balanced Classroom Assessments, other measures of skill and content mastery, standardized-test results and teacher observation of student performance. The principal will direct and aid teachers in evaluations, and will review grade assignments in order to ensure uniformity of evaluation standards. (De Soto Policy 2520)

READING LEVELS AND STATE-MANDATED RETENTION

Third Grade Students: Third grade students who cannot demonstrate a reading level at or above the third grade level will be administered a reading assessment within forty-five days of the end of their third grade year. When a student is reading below grade level, their data are sent to the Student Support Team for review and recommendation. If determined that reading intervention is needed, the student will receive additional support through Response to Intervention time, ICU support, and individual support as needed. (De Soto Regulation 2520)

Fourth Grade Students: Within forty-five days of the conclusion of the fourth grade year, the district shall administer another reading assessment to those fourth grade students for whom reading improvement plans had been designed. If this assessment reveals that the student is reading below a third grade level, then the student shall be required to attend summer school to receive supplemental reading instruction. At the conclusion of summer school, the student shall be given another reading assessment. If the student is still reading below third grade level, the student shall not be promoted to fifth grade. (De Soto Regulation 2520)

Fifth and Sixth Grade Students: The reading assessment process shall be repeated on a yearly basis through the end of students' sixth grade years, accompanied by a corresponding increase in the required reading level. The reading assessment process will also be applied to students who initially enter the district in grades four, five, and six. (De Soto Regulation 2520)

LIBRARY/MEDIA SERVICES

Mission: The mission of the De Soto School District library/media center is to support and enhance the teaching and learning environment by encouraging students and staff to become literate and effective users of information and technology.

Operating Hours: Every student has access to the library through "free flow" times and through scheduled, weekly or biweekly visits to the library. Students are permitted and encouraged to check out books as often as needed. The Athena library/media center is open Monday through Friday from 8:00 a.m. until 4:00 p.m.

COMMON AREA RULES

Good behavior in common areas, as in any area on school premises, is simply a matter of behaving courteously and rationally.

Bus Behavior: The safety of students during their transportation to and from school is a responsibility which they and their parents/guardians share with the bus drivers and school officials. (De Soto Policy 2652)

Student Responsibilities While on the Bus: The privilege of riding the school bus carries with it some responsibilities on the part of the student. Drivers are expected to keep order and discipline on the bus, but their major responsibility has to be driving the bus safely. Therefore, students are expected to assume the following responsibilities:

- Students are expected to abide by the same **rules** as in the **classroom**.
- Students must be **on time**. The bus cannot wait beyond its regular scheduled time for those who are tardy. Students must be at their designated stop, not inside the house.
- Please allow the drivers a **twenty (20) minute window**, ten (10) minutes prior to their scheduled stop and ten (10) minutes after their scheduled stop. The window is necessary due to uncontrollable factors such as traffic and weather. We **will not** turn the bus around and return for students that have missed the bus **when** the bus arrives within the twenty (20) minute window. Please have an alternative way to school.
- Students **are not** to hang on sides of the bus and are not to hang their heads, arms, legs, bodies, or hands out the windows of the bus.
- Students are to **be seated immediately** upon entering the bus and are to **remain seated** until they arrive at their destination, school in the morning and bus debarkation station in the afternoon.
- **Loud noises** can cause a distraction for the driver and are **not permitted** on the bus.
- Students will board and depart from the bus according to the instructions of the driver.
- Students are to obey all orders of the driver and to show proper respect to the driver.
- Students **may not exit** the bus at any stop along the route **other than their own**. If it is an emergency, the parent must contact the transportation department or the school, and permission must be given to the driver to release the child to the parent with proper identification.
- Students are not to **throw objects** while on the school bus.
- Students must sit in their **assigned seat**.
- Students **may not** do their homework on the bus if it is **moving** or if it requires a **pen, pencil, scissors, etc.**, that may cause injury to the student or another student.
Reading/Studying is permissible.
- Students should **never** stand in the roadway while waiting for the bus.
- **Classroom conduct** is to be observed by students while on the bus.
- Any **damage** to the bus should be **reported** as soon as possible to the driver.
- The possession or use of **tobacco** and intoxicating **liquor** is **prohibited** on the school bus.
- The Superintendent of Schools and the Director of Transportation shall establish such **additional rules** for the conduct of pupils as deemed necessary.

Cafeteria Behavior: The safety of students while in the cafeteria is of the utmost of importance. Students are to follow the rules below while in the cafeteria:

1. Remain in line when appropriate to do so.
2. Eat and then wait quietly. Quiet talking is permitted.
3. Remain in your seat; raise your hand for assistance.
4. Do not share food and/or drinks.

Hallway Behavior: The safety of the students while in the hallway is of the utmost of importance as is the ability to move from one area of the building to the other in silence so as not to disturb those in their classrooms. Students are to follow the rules below while in the hallway:

1. The hallways are a quiet zone.
2. Students are to walk in the hallways.
3. Students should observe all classroom rules while in the halls.

Playground Behavior: Good behavior on the playground is simply a matter of behaving courteously and rationally. When a student brings personal playground equipment to recess, the school is not responsible if it is lost, stolen, broken, etc. If the item becomes a problem on the playground or causes disputes, the student may be asked not to bring the item again. Although the playground duty teacher will stop any action he/she considers harmful or unsafe, the following rules are an attempt to pinpoint problem areas within specific grades. In addition, parents, guardians, family members, etc. are not allowed to be out at recess with students.

Playground Rules

Slide: One person on the slide at a time.
Only go down the slide. Never walk up it.
Do not swing out from the top of the slide.

Swing: Stay behind the safety lines.
No standing on the swings.
No jumping from the swings.

Equipment: Walk on the equipment, never run.
Do not jump off the equipment.
The merry-go-round may only be turned by students on it. It should never be pushed by students running around it.

General Rules Play fighting is not allowed.
No rough play.
Do not leave the blacktop play area without the duty teacher's permission.
No kicking, throwing, or scattering of gravel/mulch.
Stop when the whistle is blown and walk to line up.

ACTION LINE

Procedures for Parents/Guardians/Patrons to Resolve Problems or Concerns Involving the Athena Campus as Part/of the De Soto School District #73:

It is the desire of Athena Elementary School to resolve problems and concerns within and about the school in the most expedient and productive manner possible.

- I. The resolution of a problem or concern should begin at the point of origin.
 - A. Define your problem or concern.
 - B. If the problem or concern involves your child in a classroom or learning situation, request a conference with the appropriate teacher(s). This request can be made by contacting the Athena Office at 586-1010.
 - C. If the problem or concern involves your child in a way that does not directly include a teacher, contact the Athena Office at 586-1010 to schedule a conference with the building administration.
 - D. If the problem or concern does not directly involve a specific student but involves the programs or services provided by the district, contact the Athena Office at 586-1010 and you will be directed to the appropriate person.
 - E. If you have a problem or concern and do not know whom to contact, please call the Athena Office at 586-1010 and you will be directed to the appropriate person.
- II. Keep a record of all conversations and calls you have with school personnel involved in trying to help resolve your problem or concern.
 - A. Keep a log of dates and persons involved.
 - B. Make a note of the pertinent conversation that took place and the comments made in attempting to resolve the problem or concern.
- III. Allow a reasonable amount of time after the initial conference for a member of the school staff to resolve your problem or concern. Depending on its nature, a resolution should take no longer than a few days.
- IV. If your problem or concern is not resolved to your satisfaction; proceed in an orderly fashion through the organization in an attempt to reach an acceptable solution.
 - A. Progressive order of contact for resolving a classroom or learning situation problem:
 1. Teacher(s)
 2. Building administration
 3. Superintendent
 4. Board of Education
 - B. Progressive order of contact for resolving a problem involving your child, but not directly including a teacher:
 1. Building administration
 2. Superintendent
 3. Board of Education
 - C. Progressive order of contact for resolving other problems or concerns:
 1. School Secretary
 2. Appropriate Person
 3. Superintendent
 4. Board of Education
- V. There are two recommended ways of contacting the De Soto Board of Education.
 - A. You may contact the Board of Education in writing.
 1. Address your letter to:
President of the Board of Education
De Soto School District #73
610 Athena School Road
De Soto, MO 63020

2. Your letter should state concisely your problem or concern and the efforts you have made to resolve it.
 3. Within a reasonable length of time, you will receive (from the Board of Education) a response indicating the disposition of your concern.
- B. A citizen may make a statement to the Board of Education at a regular meeting of the board.
1. It is requested that the superintendent of schools (586-1000) be notified of the nature of the statement at least five days before the regular meeting of the Board of Education.
 2. It is necessary that you contact the Board Secretary (586-1000) at least one week prior to the regular meeting of the Board of Education so that she can include you on the agenda of the meeting.
 3. A statement from a citizen normally is taken under advisement by the Board of Education and a response is made by the board as soon as possible.
- *This procedure is subject to change.

ITEMS OF MISCONDUCT AND CONSEQUENCES

The district has the authority to control student conduct which is prejudicial to good order and discipline in the schools as provided by state law. School officials are authorized to hold students accountable for misconduct in school, on school property, during school-sponsored activities and for conduct away from school or in non-school activities which affect school discipline.

Students forfeit their right to a public school education by engaging in conduct prohibited in Regulation 2610 and related provisions. Disciplinary consequences include, but are not limited to, withdrawal of school privileges (athletics, intramurals, student clubs and activities, and school social events); reassignment of the student to another school; removal for up to ten school days by school principals; extension of suspensions for a total of 180 days by the superintendent; and longer term suspensions from school by the Board of Education.

The district will provide annual in-service training to all employees concerning the district's discipline regulations and their implementation. Annual training will also include, but will not be limited to, approved methods of dealing with school violence, discipline of students with disabilities and the requirements of student confidentiality.

Teachers shall have the authority to make and enforce necessary rules for the internal governance in the classroom, subject to review by the building principal. The board expects each teacher to maintain a satisfactory standard of conduct in the classroom.

Any time a referral that warrants formal disciplinary action is submitted, a reasonable effort will be made by the principal to either contact the parent or guardian by written notice delivered by the student, through the mail or by direct telephone contact.

A copy of the district's comprehensive discipline policy will be provided to every student and parent or guardian of every student at the beginning of each school year and will be available in the superintendent's office during normal business hours. (De Soto Policy 2600)

Behavioral Expectations

All students attending school in district schools will be expected to accept the obligation and responsibility to attend school on a regular basis and to comply with the district's discipline code set forth in Regulation 2610. Those students who choose not to fulfill their responsibilities at school will be held accountable for their conduct. Consequences for individual acts of misconduct are calculated to discipline the student to deter future misconduct and to provide a safe and positive environment in which students can maximize their learning potential. Students who engage in significant acts of misconduct off campus which materially and adversely impact the education of district students will be subject to discipline up to and including suspension. (De Soto Policy 2600)

Misconduct and Disciplinary Consequences (Regulation 2610)

The discipline code set out in this regulation is intended to be illustrative but not an exclusive listing of acts of misconduct and the consequences for each. Misconduct which is not specifically listed in this regulation may be deemed to warrant discipline up to and including expulsion following provision of all due process procedures. In addition, the disciplinary consequences listed for each offense may be increased or decreased by the Administration or the Board of Education due to mitigating or aggravating circumstances.

Copies of this regulation or the student handbook which includes the code of student conduct and disciplinary consequences, as well as the District's corporal punishment policy, if any, will be provided to each student at the beginning of each school year. Copies of these documents will also be available for public inspection during normal business hours in the Superintendent's office.

BEHAVIOR/OFFENSE	First Offense	Second Offense	Third Offense
<p>Alcohol (* cumulative behavior)</p> <p>- Possession of or presence under the influence of alcohol regardless of whether the student is on school premises</p>	K-12: 10 days out of school suspension with recommendation to the superintendent for 20 additional days of suspension. Notification to law enforcement.	K-12: 10 days out of school suspension with recommendation to the superintendent for 170 days of additional suspension. Notification to law enforcement.	K-12: 10 days out of school suspension with recommendation to the superintendent for 170 days of additional suspension. Notification to law enforcement.
<p>Aggressive Behavior– An unprovoked physical action toward another, creating an unsafe environment.</p> <p><u>Toward staff-</u></p> <p><u>Toward students-</u></p>	<p>K-12: Up to 5 days out of school suspension</p> <p>K-6: 1-3 days D.A.A.T.S 7-12: 3-5 days D.A.A.T.S</p>	<p>K-6: 5-10 days out of school suspension 7-12: 10 days OSS with referral to superintendent</p> <p>K-6: 3-5 days D.A.A.T.S 7-12: 3-5 days OSS</p>	<p>K-12: 10 days out of school suspension with referral to superintendent</p> <p>K-6: 1-3 days out of school suspension 7-12: 5+ days OSS</p>
<p>Arson (*cumulative behavior) – Intentionally causing or attempting to cause a fire or explosion.</p>	K-12: 10 days out of school suspension with recommendation to the superintendent for 170 days of additional suspension. Notification to law enforcement.	K-12: 10 days out of school suspension with recommendation to the superintendent for 170 days of additional suspension. Notification to law enforcement.	K-12: 10 days out of school suspension with recommendation to the superintendent for 170 days of additional suspension. Notification to law enforcement.
<p>Assault (* cumulative behavior) - (Refer to Policy and Regulation 2673 - Reporting of Violent Behavior)</p> <p>Assault of a Fellow Student (*cumulative behavior) – - Use of physical force with the intent to do bodily harm</p>	K-12: 5-10 days out of school suspension. Notification to law enforcement.	K-12: 10 days out of school suspension. Notification to law enforcement	K-12: 10 days OSS with recommendation to the superintendent for an additional 20 days. Notification to law enforcement.
<p>Assault of Staff Member (*cumulative behavior) - - Use of physical force with the intent to do bodily harm</p>	K-12: 10 days out of school suspension with referral to superintendent Notification to law enforcement.	K-12: 10 days out of school suspension with recommendation to the superintendent for 20 additional days of suspension. Notification to law enforcement.	K-12: 10 days out of school suspension with recommendation to the superintendent for 170 additional days of suspension. Notification to law enforcement.

Bullying (* cumulative behavior) – Intentional intimidation or infliction of physical, emotional, or mental harm (see Policy 2655.)	K-12: 10 days out of school suspension w/referral for additional 20 days	K-12: 10 days out of school suspension with recommendation for 170 days out of school suspension to expulsion	K-12: 10 days out of school suspension with recommendation for 170 days out of school suspension to expulsion
Bus Offenses - Any misbehavior on a school bus not covered by any of the other definitions listed.	K-12: Up to 10 days of bus suspension	K-12: Up to 30 days of bus suspension; possible loss of bus privileges for the remainder of the year	K-12: Possible loss of bus privileges for the remainder of the school year.
Cell Phones Use – Cell phones and other electronic devices may not be visible or in use during class time, unless approved by the teacher for instructional use.	K-6: Minor Behavior Referral; Phone sent home with student, teacher contacts home 7-12: 3-Lunch Detentions Phones will be confiscated and student may pick up phone after school.	K-6: Minor Behavior Referral; Parent picks up phone from office; teacher contacts home 7-12: 1 day of D.A.A.T.S. Phones will be confiscated and student may pick up phone after school.	K-6: Major Behavior Referral; 1 day of D.A.A.T.S; parent picks up phone from office 7-12: 3 day of D.A.A.T.S./ 2 Saturday School** Phones will be confiscated and student may pick up phone after school.
Cheating/Plagiarism/Forgery- To violate rules dishonestly on school work.	K-6: Student will be given a “0” and the option to attend a detention to complete the work for credit 7-8: Student will be given a “0” and either make up the work in detention OR be assigned 1 day of D.A.A.T.S. 9-12: Student will be given a “0” and assigned 1 day of D.A.A.T.S.	K-6: Student will be given a “0” and assigned 1 Saturday School 7-12: Student will receive a “0” on the assignment and will be assigned 3 days of D.A.A.T.S./ 2 Saturday School**	K-6: Student will be given a “0” and assigned 1 day of D.A.A.T.S. 7-12: Student will receive a “0” on the assignment and will be assigned 5 days of D.A.A.T.S./ 3 Saturday School**
Computer Misuse – To violate the rules outlined in Student Technology Acceptable Use Agreement, includes sharing login information/password, if damage occurs, full restitution will be made	K-6: Restricted computer access for up to 10 days 7-12: 1 day DAATS If damage occurs – full restitution will be made.	K-6: Restricted computer access for up to 10 days 7-12: 3 days of D.A.A.T.S./ 2 Saturday School If damage occurs – full restitution will be made	K-6: 1 day of D.A.A.T.S. 7-12: 5 days of D.A.A.T.S./ 3 Saturday Schools If damage occurs – full restitution will be made Further could result in loss of use privileges
Defamation/False Allegations/Reports – Allegations, reports OR false statements against a student or employee that causes damage to an individual's reputation Toward a student: Toward staff:	 K-12: 1-3 days of D.A.A.T.S./2 Saturday School K-12: 1-3 days OSS	 K-12: 3-5 days of D.A.A.T.S./3 Saturday Schools K-12: 3-5 days OSS	 K-12: 3 -5 days out of school suspension K-12: 5-10 days OSS with a possible referral to the Superintendent for additional days
Defiance/Disrespect/Insubordination of Authority - Refusal to obey directions or defiance of staff authority	K-12: 1-3 days of D.A.A.T.S / 2 Saturday school suspension	K-12: 3-5 days of D.A.A.T.S. /3 Saturday schools. **	K-12: 3-5 days of out of school suspension. **

Demonstration/Walkout - The act of student(s) protesting, demonstrating, walking out that causes or could cause disruption to the normal operations of the school.	K-12: 10 days out of school suspension.	K-12: 10 days out of school suspension with recommendation to the superintendent for 20 additional days of suspension;	K-12: 10 days out of school suspension with recommendation to the superintendent for 170 additional days of suspension.
Disruptive Behavior - Conduct which has the effect of disturbing education or the safe transportation of a student	K-12: 2 detentions/1 day of D.A.A.T.S.	K-12: 3 days of D.A.A.T.S./2 Saturday school**	K-12: 5 days of D.A.A.T.S. / 3 Saturday schools**
Dress Code – Dress that is in violation of P2651 causing distraction, disruption, or safety hazard	K-12: Student will receive a written warning; Parents will be contacted; Student will be required to change to appropriate clothing.	K-12: 1 day of Saturday School. Student will be required to change to appropriate clothing.	K-12: 3 days of D.A.A.T.S. / 2 Saturday schools** Student will be required to change to appropriate clothing.
Drugs/Controlled Substance Possession/Presence/Under the Influence - Controlled substance or substance represented to be a Controlled substance while at school, on the school playground, on the school parking lot, a school bus or at a school activity whether on or off of school property.	K-12: 10 days of out of school suspension with recommendation to the superintendent for 20 additional days of suspension. Notification to law enforcement. Suspension may be reduce to 10 days if: 1. The student participates in a drug/alcohol assessment and follows recommendations. 2. Assessment must take place within 5 days after the suspension. 3. Students may be subject to periodic school administered drug tests. In the event that the recommendations should not be followed the full suspension will be assessed. Notification to law enforcement. Safe Schools Report will be filed.	K-12: 10 days of out of school suspension with recommendation to the superintendent for 170 additional days of suspension. Notification to law enforcement . Safe Schools Report will be filed.	K-12: 10 days out of school suspension with recommendation to the superintendent for 170 additional days of suspension. Notification to law enforcement. Safe Schools Report will be filed.
Sale/Distribution of a controlled substance or one represented to be a controlled substance while at school or at any of the locations described above	K-12: 10 days out of school suspension with recommendation to the superintendent for 170 additional days of suspension. Notification to law enforcement. Safe Schools Report will be filed.	K-12: 10 days out of school suspension with recommendation to the superintendent for 170 additional days of suspension. Notification to law enforcement. Safe Schools Report will be filed.	K-12: 10 days out of school suspension with recommendation to the superintendent for 170 additional days of suspension. Notification to law enforcement. Safe Schools Report will be filed.
Drug Solicitation - Seeking out drugs	K-12: 10 days of out of school suspension with recommendation to the superintendent for 10 additional days of suspension. Notification to law enforcement. Suspension may be reduce to 10 days if: 1. The student participates in a drug/alcohol assessment and follows recommendations. 2. Assessment must take place within 5 days after the suspension. 3. Students may be subject to periodic school administered drug tests. In the event that the recommendations should not be followed the full suspension will be assessed.	K-12: 10 days of out of school suspension with recommendation to the superintendent for 20 additional days of suspension. Notification to law enforcement.	K-12: 10 days of out of school suspension with recommendation to the superintendent for 30 additional days of suspension. Notification to law enforcement.

	Notification to law enforcement. Safe Schools Report will be filed.		
<p>Prescription Medication - Must be brought in a properly labeled container to the school nurse with written dosage instructions from the parent or doctor to be administered by the nurse.</p> <p><u>Possession</u> of a prescription medication without a valid prescription for such medication on school premises or on a school bus. Prescriptions must be brought in a properly labeled container to the school nurse with written dosage instructions from the parent or doctor to be administered by the nurse.</p> <p><u>Distribution</u> of prescription medication to any individual on school premises or on a school bus.</p>	<p>K-12: 10 days of out of school suspension with recommendation to the superintendent for 20 additional days of suspension. Notification to law enforcement. Suspension may be reduce to 10 days if:</p> <ol style="list-style-type: none"> 1. The student participates in a drug/alcohol assessment and follows recommendations. 2. Assessment must take place within 5 days after the suspension. <p>3. Students may be subject to periodic school administered drug tests. In the event that the recommendations should not be followed the full suspension will be assessed. Notification to law enforcement. Safe Schools Report will be filed.</p> <p>K-12: 10 days out of school suspension with recommendation to the superintendent for 170 additional days of suspension. Notification to law enforcement. Safe Schools Report will be filed.</p>	<p>K-12: 10 days out of school suspension with recommendation to the superintendent for 170 additional days of suspension. Notification to law enforcement. Safe Schools Report will be filed.</p> <p>K-12: 10 days out of school suspension with recommendation to the superintendent for 170 additional days of suspension. Notification to law enforcement. Safe Schools Report will be filed.</p>	<p>K-12: 10 days out of school suspension with recommendation to the superintendent for 170 additional days of suspension. Notification to law enforcement. Safe Schools Report will be filed.</p> <p>K-12: 10 days out of school suspension with recommendation to the superintendent for 170 additional days of suspension. Notification to law enforcement. Safe Schools Report will be filed.</p>
<p>Non-prescription Drugs - Must be brought in a properly labeled container to the school nurse with request from the parent to be administered</p>	<p>K-12: 3 days of D.A.A.T.S / 2 Saturday School**</p>	<p>K-12: 5 days of D.A.A.T.S. / 3 Saturday Schools**</p>	<p>K-12: 5 days out of school suspension</p>
<p>Extortion - Verbal threats or physical conduct designed to obtain money or other valuables or to engage in or commit an act that violates school policy or applicable laws.</p>	<p>K-12: 3 days out of school suspension.</p>	<p>K-12: 5 days out of school suspension.</p>	<p>K-12: 10 days of out of school suspension.</p>
<p>Failure to Follow No Contact Agreement - Any communication (verbal, written, or via social media) between students who have signed a No Contact Agreement.</p>	<p>K-12: 1 day of D.A.A.T.S. /Discretion of the Principal or Assistant Principal</p>	<p>K-12: Will be subject to Bullying and/or Harassment Policy/Discretion of the Principal or Assistant Principal</p>	<p>K-12: Will be subject to Bullying and/or Harassment Policy/Discretion of the Principal or Assistant Principal</p>
<p>Fighting - Physically striking another in a mutual contact as differentiated from an assault.</p>	<p>K-12: 3 days out of school suspension.</p>	<p>K-12: 5 days out of school suspension.</p>	<p>K-12: 10 days out of school suspension.</p>
<p>Firearms and Weapons (Refer to Policy and Regulation 2620 - Firearms and Weapons in School) (* cumulative behavior)</p> <p><u>Possession of a firearm or weapon</u></p>	<p>K-12: (Minimum of one-year suspension) Notification to law enforcement. Suspension and/or expulsion may be modified by the superintendent to the Board of Education.</p>	<p>K-12: (Minimum of one-year suspension) Notification to law enforcement. Suspension and/or expulsion may be modified by the superintendent to the Board of Education.</p>	<p>K-12: (Minimum of one-year suspension) Notification to law enforcement. Suspension and/or expulsion may be modified by the superintendent to the Board of Education.</p>

<p>Fire Extinguishers, Pulling Fire Alarms, Threats to School(*cumulative behavior) - Tampering with, removing and/or setting off fire extinguishers or fire alarms and threats to school property.</p>	<p>K-12: Up to 10 days out of school suspension. Notification to law enforcement.</p>	<p>10 days of out of school suspension with recommendation to the superintendent for 170 additional days of suspension. Notification to law enforcement.</p>	<p>10 days of out of school suspension with recommendation to the superintendent for 170 additional days of suspension. Notification to law enforcement.</p>
<p>Fireworks, Chemical Disruption and (possession and/or use of) - Possession of fireworks, smoke bombs, stink bombs, etc. Possession includes on one's person, in gym bags, purse, locker, in automobile, etc.</p>	<p>K-12: 3 days out of school suspension.</p>	<p>K-12: 5 days out of school suspension.</p>	<p>K-12: 10 days out of school suspension.</p>
<p>Harassment - Harassment is conduct, including but not limited to, intimidation, ridicule or insult, toward an individual or group because of race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, disability, age, genetic information, or any other characteristic that is protected by law and is so severe or pervasive that it:</p> <ul style="list-style-type: none"> -Affects an individual's ability to work in, participate in, or benefit from an educational program or activity -Creates an intimidating, threatening, abusive hostile or offensive environment; or -Has the purpose or effect of substantially or unreasonably altering the work or educational environment. -Can be written/symbolic/verbal <p>Directed toward a Fellow Student</p> <p>Directed toward an Employee</p> <p><u>Sexual Harassment</u>: Unwelcome sexual Advances, requests for sexual favors, or Other sexual/sexually-motivated conduct or communication that is severe, persistent, pervasive, intimidating, threatening or abusive.</p>	<p>K-12: 5 days of D.A.A.T.S./3 Saturday School</p> <p>K-12: 5 days out of school suspension</p> <p>K-12: Up to 5 days out of school suspension</p>	<p>K-12: 5 days of out of school suspension</p> <p>K-12: 10 days out of school suspension</p> <p>K-12: 5-10 days out of school suspension</p>	<p>K-12: 10 days of out of school suspension with referral to superintendent for up to 180 days of out of school suspension or expulsion</p> <p>K-12: 10 days out of school suspension with referral to Superintendent up to 180 days out of school suspension or expulsion</p> <p>K-12: 10 days out of school suspension with referral to superintendent for up to 180 days out of school suspension or expulsion.</p>
<p>Improper Display of Affection - Consensual kissing, fondling, or embracing</p>	<p>K-12: Warning and notice filed</p>	<p>K-12: 1 day of D.A.A.T.S</p>	<p>K-12: 3 days of D.A.A.T.S</p>
<p>Improper Language</p> <p>Threatening Language-Use of verbal, physical or written threats to do bodily harm to person or personal property.</p>			

<p><u>Toward Staff:</u></p> <p><u>Toward Students:</u></p> <p>Use of Obscene or Vulgar Language- Language which depicts sexual acts, human waste, profanity, and blasphemous language</p> <p><u>General</u></p> <p><u>Directed toward Staff:</u></p> <p><u>Demeaning Language or Conduct</u> - Conduct, verbal, written, or symbolic speech which materially and substantially disrupts class, school activities, transportation, or school functions</p>	<p>K-12: 5 days out of school suspension</p> <p>K-12: 3 days of D.A.A.T.S./ 2 Saturday School**</p> <p>K-12: 1 day of D.A.A.T.S</p> <p>K-12: 5 days out of school suspension.</p> <p>K-8: 1-3 detentions 9-12: 1-day DAATS</p>	<p>K-12: 10 days out of school suspension</p> <p>K-12: 5 days of D.A.A.T.S./ 3 Saturday School**</p> <p>K-12: 3 day of D.A.A.T.S;</p> <p>K-12: 5 10 days out of school suspension</p> <p>K-8: 1 day of D.A.A.T.S. 9-12: 3 days of DAATS/2 Saturday Schools</p>	<p>K-12: 10 days out of school suspension with recommendation to superintendent for further action.</p> <p>Repeated or more serious offenses will lead to further action</p> <p>K-12: 5 days of D.A.A.T.S</p> <p>K-12: 10 days out of school suspension with recommendation to superintendent for further action.</p> <p>5 days of D.A.A.T.S / 2 Saturday Schools</p>
<p>Inappropriate Physical Contact/Horseplay - Physical contact that is not intended to harm other students but is not appropriate for school or could cause injury</p>	<p>K-12: Student sent to principal, parent contacted, loss of privilege</p>	<p>K-12: Student sent to principal, parent contacted, 1-3 detentions</p>	<p>K-12: Student sent to principal, parent contacted, 1-3 days D.A.A.T.S.; Student sent to principal, parent contacted, 3-5 days D.A.A.T.S.</p>
<p>Inappropriate Sexual Conduct</p> <p><u>Inappropriate touching of oneself or another in the area of the breasts, buttocks, or genitals</u></p> <p><u>Use of sexually intimidating language, objects, or pictures.</u></p> <p><u>Indecent Exposure</u> - Includes display of breasts, buttocks and genitals in a public location</p>	<p>K-12: 5 days of D.A.A.T.S</p> <p>K-12: 5 days of D.A.A.T.S</p> <p>K-6: Up to 10 days out of school suspension. Notification to law enforcement</p> <p>7-12: 10 days out of school suspension. Notification to law enforcement</p>	<p>K-12: 5 days out of school of suspension;</p> <p>K-12: 5 days out of school of suspension;</p> <p>K-6: Up to 10 days out of school suspension. Notification to law enforcement</p> <p>7-12: 10 days out of school suspension with referral for additional days. Notification to law enforcement</p>	<p>K-12: 10 days out of school suspension</p> <p>K-12: 10 days out of school suspension</p> <p>K-12: 10 days out of school suspension with referral for additional days Notification to law enforcement</p>
<p>Miscellaneous Offenses: In addition to offenses previously stated, disciplinary action may be taken for any other offenses deemed to constitute conduct which is prejudicial to good order and discipline in the schools or which tend to impair the moral good conduct of the students.</p>	<p>K-12: Discretion of principal or assistant principal</p>	<p>K-12: Discretion of principal or assistant principal</p>	<p>K-12: Discretion of principal or assistant principal</p>
<p>Tardiness - Late to class or school (tracked quarterly)</p>	<p>K-12: #1 - #3: will be documented by teacher and attendance clerk. Written warning will be given for third tardy</p>	<p>K-12: #4 - #5: 3 lunch detentions</p>	<p>K-12: #6-more:1 Saturday school</p>

Theft - Nonconsensual taking or attempt to take the property of another / possession of stolen property	K-12: 3 days of D.A.A.T.S.; make restitution.	K-12: 5 days out of school suspension; make restitution.	K-12: Repeated or more serious offenses will lead to further action.
Tobacco Products (Possession of/Use of) - Possession or use of tobacco products	K-12: 3 days of D.A.A.T.S. / 2 Saturday schools**	K-12: 5 days of D.A.A.T.S. / 3 Saturday schools**	K-12: Repeated or more serious offenses will lead to further action.
Trifling/Lack of Effort (Breaking classroom rules) – Refusing to participate in classroom activities such as reading, taking notes, listening and participating in class activities. Wasting time or unprepared for class and/or use of technology that causes distractions in class.	K-12: Teacher to contact parent	K-12: 3 lunch detentions	K-12: 2 days of D.A.A.T.S. / 1 Saturday school**
Truancy - Absent or tardy from class or classes without authorization (See also Policy and Regulation 2340 - Truancy and Educational Neglect.)	K-12: 3 days of D.A.A.T.S. / 2 Saturday school**	K-12: 3 days of D.A.A.T.S. / 2 Saturday school**	K-12: 3 days of D.A.A.T.S. / 2 Saturday school**
Unauthorized Areas - Being found in a non-student area of the building or in an area without permission. This includes multiple students being found in a restroom stall. This may result in search of student(s)/belongings.	K-12: Up to 1 day of D.A.A.T.S.	K-12: 2 days of D.A.A.T.S.	K-12: 3 days of D.A.A.T.S. / 2 Saturday school** Repeated or more serious offenses will lead to further action.
Unserviced Detentions - Any student failing to attend and complete after school detentions.	K-12: 1 day of Saturday School Detention	K-12: 2 days of Saturday School Detention	K-12: 1-3 day of D.A.A.T.S.
Unserviced D.A.A.T.S. – Removal from D.A.A.T.S.	K-12: 1 day of out of school suspension and make up day of D.A.A.T.S.	K-12: 1 day of out of school suspension. Students will return to D.A.A.T.S. after suspension is served. Students may not return to regular classes until assigned D.A.A.T.S. is served.	K-12: 1 day of out of school suspension for each day of D.A.A.T.S. assigned.
Unserviced Saturday School – Failure to attend and complete Saturday School.	K-12: 2 days of D.A.A.T.S. ASSIGNED	K-12: 2 days of D.A.A.T.S. ASSIGNED	K-12: 2 days of D.A.A.T.S. ASSIGNED

1. All detentions will be 1 hour (K-6 - All detentions will be 1 hour either before/after school, 7-12: All detentions will be 2 hours in length after school until 4:30pm).
2. Saturday school will run from 8:00 am to 11:00 am with 1 break.
3. DAATS may be assigned no more than 20 days per school year; after that it will result in out of school suspension

4. Failure to complete DAATS assignment may result in removal from school.
5. Administration has discretion to deviate with respect to any disciplinary infraction.
6. Superintendent has discretion to deviate with respect to any disciplinary infraction.

* Cumulative Behavior is throughout all years in high school. All other areas are cumulative for that school year.

** DAATS and Saturday School may be interchanged only at the discretion of the administrator.

The school is not responsible for any electronic device (ex. cell phone, MP3 players, etc) that is lost, stolen, or damaged on school grounds.

Threats of Violence (De Soto Regulation 2674)

If the building principal determines that a threat of violence has occurred, the offending student will, for no more than ten (10) days, be suspended from school. The suspension will be reported immediately to the Superintendent. Attempts will be made to contact parents/guardians informing them of District disciplinary action. The suspension will be in effect until a meeting can be arranged with the offending student, the threatened individual and the building principal.

The principal, at his or her discretion, may choose to invite:

- The guidance counselor
- Director of Special Education
- Juvenile authorities
- The assistant principal
- The Superintendent

With written parent/guardian consent, the following may also be invited to attend the meeting.

- A member of the local police force
- Mental health officials
- Any other individual deemed to be able to add to the process

The nature of the threat, along with the student's past behavior, age and maturity level will be discussed at the meeting. The offending student will be given the opportunity to present any relevant information concerning the incident. Any incident where the student committed a violent act or possessed a weapon will be brought to the attention of the group and discussed during the meeting.

Following the meeting, the building principal will assign additional punishment that may include a required apology, additional OSS or ISS. The principal may also elect to refer the incident to the Superintendent, who may assign additional punishment up to 180 days of OSS or recommend expulsion to the Board of Education. With any decision to suspend a student for ten (10) or more days, the student will be given due process appropriate to suspension in excess of ten (10) days, as required by law. Any additional OSS assigned will outline the conditions under which the student may return to school.

Procedures mandated by the IDEA will be used, when required by law, where the IDEA protests a student who may subject to disciplinary actions under this policy.

De Soto School District Bullying Policy
(De Soto Policy 2655)

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Bullying is strictly prohibited on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict 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; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying.

Cyberbullying means bullying as defined above through the 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 may prohibit and discipline for cyberbullying that originates on any District campus or at a District activity if the electronic communication was made using the school's technological resources, if there is a sufficient nexus to the educational environment, or if the electronic communication was made on the District's campus or at a District activity using the student's own personal technological resources. Further, students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline.

Bullying, as defined in this policy, is strictly prohibited. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their building principal. District employees are required to report any instance of bullying of which the employee has witnessed within two (2) school days of the occurrence. Employees shall report the occurrence to the building principal, who is the person the District designates to receive reports of incidents of bullying. A principal who receives a report of an incident of bullying shall initiate an investigation into the allegations within two (2) school days of receipt of the report. The principal may assign other employees to assist in the investigation, or request that the superintendent assign an outside investigator. The investigation shall be completed within ten school days from the date of the written report of bullying unless good cause exists to extend the investigation. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

Students who are found to have violated this policy will be subject to consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Possible consequences to a student for a violation of this policy include: loss of privileges, classroom detention, conference with teacher, parents contacted, conference with principal, in school suspension, out-of-school suspension, expulsion and law enforcement contacted.

The District shall give annual notice of the policy to students, parents or guardians, and staff. This policy shall be included in all student handbooks. This policy shall also be posted on the District's web page (as a Board policy) and a copy shall be placed in the District Administrative Office.

The District shall provide information and appropriate training to District staff who have significant contact with students regarding the policy. All staff with significant student contact shall be trained on the requirements of this policy on an annual basis.

The District shall provide education and information to students regarding bullying, including information regarding this policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, reprisal, or retaliation against any person who reports an act of bullying. The District shall instruct its school counselors, school social workers, licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for students to overcome bullying's negative effects. Such techniques include but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself or herself assertively and effectively; helping the student develop social skills or encouraging the student to develop an internal locus of control. District administrators will implement programs and other initiatives to address bullying, to respond to such conduct in a manner that does not stigmatize the victim, and to make resources or referrals available to victims of bullying.

EVERY STUDENT SUCCEEDS ACT (ESSA) 2015

Our district is required to inform you of certain information that you, according to the Every Student Succeeds Act 2015 have the right to know. Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

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

- Information on the achievement level of their student in each of the state academic assessments as required under this part; and
- Timely notice that their student has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

For additional information contact Dr. Josh Isaacson, Superintendent, De Soto School District, 610 Athena School Rd., Desoto, MO 63020, (636) 586-1000.

DE SOTO SCHOOL DISTRICT COMPLAINT RESOLUTION PROCEDURE FOR “EVERY STUDENT SUCCEEDS ACT” PROGRAMS

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

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

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
General Information 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed?	
Complaints filed with LEA 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)?	Complaints filed with the Department 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?
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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.

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.

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.

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 De Soto 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 developmental delay.

The De Soto 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 De Soto 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 De Soto 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 at the De Soto School District, Special Education Office, from 9:00 a.m. - 3:00 p.m., Monday through Friday, when school is in session.

This notice will be provided in native languages as appropriate.

Debbie Killingsworth
De Soto School District
610 Vineland School Rd.
De Soto, MO 63020
(636) 586-1000 ext. 23

De Soto School District
Notification of Rights
Under the Protection of Pupil
Rights Amendment (PPRA)

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") 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 parents;
 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.

De Soto School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. De Soto School District will notify parents and eligible students of these policies at least annually during each school year and after any substantive changes. De Soto School District will also directly notify parents and eligible students, such as through U.S. Mail, at least annually during each school year of the specific or approximate dates if any of the following activities are carried out and provide the parent or eligible student an opportunity to opt a student out of participating in:

- 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 of screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW.
Washington, D.C. 20202-4605

NOTICE OF COMPLIANCE

Equal Opportunity Notice/Nondiscrimination

The District is committed to maintaining a workplace and educational environment that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. The District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service. In accordance with law, the District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law in its programs and activities. Further, no person shall be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination based on the above listed characteristics under a school nutrition program for which the District receives federal financial assistance from the U.S. Department of Agriculture (USDA Food and Nutrition Service).

Harassment or discrimination because of an individual's race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law is prohibited in this District. The District also prohibits retaliation against a person who files a complaint of discrimination or harassment or participates in an investigation of allegations of harassment or discrimination.

DISTRICT'S COMPLIANCE OFFICER

The District has designated the Compliance Officer with the responsibility to identify, prevent, and remedy unlawful discrimination and harassment in the District. The Compliance Officer is in charge of assuring District compliance with this Policy and Regulation, Title IX of the Education Amendments of 1972; Title VII of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; as well as other state and federal nondiscrimination laws.

Name: Christina Kasmarzik, Director of Human Resources, Title IX Coordinator, at De Soto Human Resources Dept. Address: 610 Vineland School Rd., De Soto MO 63020 Telephone Number: 636-586-1000

SECTION 504

The De Soto School District does not discriminate against individuals covered under Section 504 of the Rehabilitation Act of 1973. No qualified disabled person shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any educational program or activity which receives or benefits from Federal financial assistance. The nondiscrimination requirement of Section 504 includes both physical accessibility and program accessibility.

Questions, complaints, or requests for additional information regarding Section 504 may be forwarded to the Section 504 Compliance Coordinator: Nancy Schmitz, De Soto School District, 610 Athena School Rd., De Soto, MO 63020.

DE SOTO SCHOOL DISTRICT NOTICE FOR DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law requires that De Soto School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, De Soto School District may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow De Soto School District to include this type of 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 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses, and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.*

If you do not want De Soto School District to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by the end of the first week of September each school year. De Soto School District has designated the following information as directory information:

- Student's name
- Date of Birth
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Photograph
- Degrees, honors, and awards received
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

*These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107 110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

DE SOTO SCHOOL DISTRICT

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

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:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) 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 or misleading. Parents or eligible students may ask the school to amend a record they believe is inaccurate or misleading. They should write the school principal (or appropriate official), clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. 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 advise them 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 consent to disclosures of personally identifiable information contained in 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. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official 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 district in which a student seeks or intends to enroll.
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 is:

**Family Policy Compliance Office
US. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605**