

Athena Elementary Student Handbook

2018-2019



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.
2018-2019

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 the De Soto School District Central office, 610 Athena 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	Mr. Ron Farrow
Email	farrow.ron@desoto.k12.mo.us
Asst. Principal	Miss Whitney Carter
Email	carter.whitney@desoto.k12.mo.us
Counselor; K-3	Mrs. Stephanie Kitchell
Counselor;4-6	Mrs. Vicki Rodrigue
Librarian	Mrs. Michelle Dyke
Student Services	Mrs. Jamie Pinson
Nurse	Mrs. Natalie Moser RN
Principal's Secretary	Mrs. Lisa Mira
Attendance Secretary	Mrs. Wendy Campbell
Mascot	Dragon
Colors	Green & White
Grades	K-6
Enrollment	540 Students
Staff	50 Teachers

Athena TELEPHONE NUMBERS

Athena Office.....	586-1020	Athena Fax.....	586-1029
Athena Nurse.....	586-1020 Ext. 5012	Transportation.....	586-1078

SCHOOL HOURS

7:45am-4:15pm Office Hours	8:30am - 8:50am Breakfast
8:30am Student Arrival	8:50am Classes Begin
3:35pm Student Dismissal	11:00am - 1:35pm Lunch Shifts

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 De Soto 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.

BREAKFAST/LUNCH PRICES

Breakfast: Free Breakfast for students

Lunch: Prices listed below are for the 2018-2019 school year.

Lunch.....	\$2.30	Adult Breakfast.....	\$1.55
Reduced Lunch.....	\$.40	Adult Lunch.....	\$2.30
Milk.....	\$.50		
Breakfast (student).....	Free		

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.

Charging Meals: There will be no charging for meals. If a student's meal account reaches a negative balance, then the student will be given a cheese sandwich and a milk until the balance is paid in full.

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.

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. STUDENT ATTENDANCE

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 or class, regardless of minutes missed.
 - c. *Early Sign Out* – leaving school prior to the end of the school day, regardless of minutes missed.

- d. *Absent* – not present. If a student is absent 10% or more of the days enrolled they are considered chronically absent. A day’s absence is defined as more than half of the student’s day
- e. *Unexcused absence*-absences not due to an extraordinary circumstance such as but not limited to vacation, truancy, out of school suspension and absences not verified in accordance with the procedures listed in regulation 2310.

ELEMENTARY (K-6) ATTENDANCE POLICY

Absences are to take care of extraordinary circumstances concerning:

- a. Personal illness
- b. Doctor’s appointment that could not be scheduled outside the school day
- c. Other serious or family problems

There are only 168 school days within the school year. Therefore, vacations, truancy, OSS, and absences not verified in accordance with the procedures listed in regulation 2310 are not considered extraordinary circumstances and will be counted as unexcused absences.

Attendance at the K-6 level is vital to the educational process. Any absence from school requires a phone call from the parent showing why a student is not in attendance and that the absence is beyond the student’s control. Any day a student is absent is counted as part of their total days of being absent. After the sixth (6th) absence in a semester, verification of an absence should include written documentation from a doctor, this documentation should be provided to the school within 48 hours along with a parent phone call. Examples of written documentation include, a doctor’s note verifying the student is absent due to a doctor’s appointment that cannot be scheduled outside the school day that includes the appointment start and end time, a dentist’s note to verify a dental appointment that cannot be scheduled outside the school day that includes the appointment start and end time, and/or official written verification of absence due to a death in the family. The attendance appeals committee reserves the right to reject a doctor’s notes not submitted within the required 48 hour timeframe after an absence, that does not include appointment times, or that does not provide sufficient evidence that the appointments that could not be scheduled outside the school day.

The school will make every effort to notify parents when a student has missed three (3) days (by a letter and/or other communication) and five (5) days (by a letter and/or other communication). It is still the parents’ responsibility to make the school aware of the student’s absences as they occur.

On the seventh (7th) absence in a semester, a letter will be sent to the parents explaining that the child has exceeded the absence limit which could result in failing grades and/or retention for the semester or if applicable, the student will be required to return to their home school of residency. The parent and student may appeal this decision to the attendance appeal committee. In order to be in compliance with state law, the school will notify either the District Juvenile Office and/or Division of Family Services, whichever applies, after the student’s eighth (8th) absence for students under the age of sixteen (16).

A record of calls from parents will be held in the office with reasons listed for absences as they are given by the parents. These should prove informative if an appeal process is started.

Excessive Tardiness or Leaving Early

- a. Six (6) tardies in a semester, regardless of minutes missed, will result in a one (1) day absence.
- b. Six (6) times leaving school early in a semester, regardless of minutes missed, will result in a one (1) day absence.

If students are not attending home elementary after 6 tardies or 6 times leaving school early, a letter from Office of Superintendent will be sent to parents notifying of relocation to home elementary effective immediately.

Appeals

If students are absent in excess of the six (6) total days per semester absence and a parent would like to appeal, they must submit their request in writing to the building principal to meet with the appeals committee 15 days prior to the end of the semester. If the seventh absence occurs during the last 15 days of a semester, the parent must call and submit a written request for an appeal prior to the end of the semester. Both the student and parent/guardian must attend the appeals committee meeting and bring all necessary documentation to the committee. Any additional documentation should be turned in with the appeal letter and brought to the appeals committee meeting. The committee, which will be comprised of administrators, counselors, and teachers, will determine if the student has the documentation needed to prove reasons for the absences. Documentation not submitted within 48 hours of an absence may not be considered unless there are extraordinary circumstances. A ruling of passing grade advancement to next grade level, or probation will be assessed at the close of each hearing or will be followed up by a formal letter from the attendance committee.

All students will be afforded due process as guaranteed by constitutional provisions. The process will be in accordance with state law, as well as the provisions outlined in the Board policies and regulations on student attendance.

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 call roll 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

roll.

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. Students and teachers remove themselves from sight of the door. 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
- Below 30 degrees – 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. Most days your student is going outside for some period of time either at recess or traveling to/from school.

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)

GRADING POLICIES, PRACTICES & PROCEDURES

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

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.

In the DeSoto School District, we view grades as a method of communication for students, parents, teachers, and administrators to have a conversation about learning progress.

Student performance is assessed on a continual basis throughout the school year. This evaluation assesses student growth in expression of ideas, communication, achievement of educational goals, and personal growth and development. Grades will be assigned based upon student ability, achievement, effort and cooperation. (DeSoto Policy 6450)

In order to communicate this continual progress toward mastery of our grade-level learning standards, teachers calculate grades using two categories: formative and summative assignments/assessments. *Formative* work provides ongoing feedback that can be used by teachers and students to monitor students’ learning progress. These types of assignments count for 20% of a student’s grade. *Summative* work is a measure of student learning after formative work and is a reflection of District learning objectives that were taught within the instructional period. A grade should communicate what a student has learned, and summative grades are typically taken at the conclusion of the study of new materials, the majority of the course grade (80%) is composed of summative grades.

The key to understanding the difference between the two is to understand the *purpose* and *use* of the work. In determining which category to assign the work to, teachers consider:

- Why is this work assigned?
- What is the purpose of the assignment?
- How does the teacher intend to utilize the assignment?
- Will it allow the teacher to determine where students are while in the middle of a unit, so the teacher may adjust instruction prior to the end of unit test?
- Will it allow the teacher to see what the students have learned before moving onto another unit?
- Does this assignment demonstrate a student’s final level of mastery of this concept, or is there still more learning to come before the final grade is taken?

Below are some examples of what *might* constitute a formative or summative assignment:

FORMATIVE (20%)	SUMMATIVE (80%)
<ul style="list-style-type: none"> ● Worksheets ● In-class discussion participation ● Exit cards ● Short quizzes ● Quick writes 	<ul style="list-style-type: none"> ● A paper-pencil chapter/unit test ● Large presentations ● Essays/Research projects ● Final exams ● Labs

*This list is not all inclusive or exclusive, it is the intent of the teacher when assigning the work. .

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. If this assessment reflects that the student is reading below the second grade level, the district will design and implement a reading improvement plan (RIP) for the student's fourth grade year. The RIP must include a minimum of thirty hours of additional reading instruction or practice outside of the regular school day during the fourth grade year. In addition, the district may require the student to attend summer school for reading instruction as a condition of promotion to fourth grade. (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. 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.

Kindergarten Slide Rules: One person on the slide at a time.
Do not swing out from the top of the slide.

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

General Rules: Play fighting is not allowed.
No rough play.
Stop when the whistle is blown.

Grades 1-6 General Rules: Do not leave the blacktop play area without the duty teacher's permission.
Play fighting is not allowed.
No rough play.
No kicking, throwing, or scattering of gravel/mulch.
One person on the slide at a time.
Do not swing out from the top of the slide.
Stop when the whistle is blown.

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 586-1020.
 - C. If the problem or concern involves your child in a way that does not directly include a teacher, contact the Athena Office at 586-1020 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 586-1020 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 586-1020 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.

STUDENT STANDARDS OF CONDUCT 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. Violations of guidelines and policies will be administered according to District Policies. 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. In addition to the consequences set forth above, which are not exhaustive, staff, students and parents may engage, as appropriate, in additional methods of addressing the conduct, including a respectful and equitable process of problem solving, repairing relationships, offering restitution (righting wrongs), and implementing a personalized plan of support for behavioral improvement.

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 (De Soto Policy 2600 and Regulation 2610) 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 and online at:

http://www.desoto.k12.mo.us/administration/de_soto_board_of_education/board_of_education_policies

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)

Alcohol - Possession of or presence under the influence of alcohol regardless of whether the student is on school premises.

First Offense: 10 days OSS, recommendation to superintendent for 20 additional days.

Subsequent Offenses: 10 days OSS with recommendation for 170 additional days of suspension.

Arson - Intentionally causing or attempting to cause a fire or explosion

First Offense: 10 Days out of school suspension with recommendation to the superintendent for 170 days of additional suspension. Notification to law enforcement.

Subsequent Offenses: Same above

Assault - (Refer to Policy and Regulation 2673 - Reporting of Violent Behavior)

Assault of a Student - Use of physical force with the intent to do bodily harm.

First Offense: 5 Days out of school suspension. Notification to law enforcement.

Subsequent Offenses: 10 days out of school suspension. Notification to law enforcement. 3rd offense- 10 days OSS with recommendation to the superintendent for an additional 20 days. Notification to law enforcement.

Assault of Staff Member: 10 days out of school suspension, with notification to law enforcement. Subsequent: 10 days OSS with recommendation to superintendent for 20 additional days OSS, notification to law enforcement.

Bullying – Intentional intimidation or infliction of physical, emotional, or mental harm (see Policy 2655).

First Offense: 10-30 Days of OSS

Offenses: 180 Days of OSS to expulsion

Fighting - Physically striking another in a mutual contact as differentiated from an assault.

First Offense: 3 days out of school suspension.

Subsequent Offenses: 5 days out of school suspension; 10 days out of school suspension

Defiance of Authority - Refusal to obey directions or defiance of staff authority

First Offense: 3 days of D.A.A.T.S / 2 Saturday schools.

Subsequent Offenses: 5 days of D.A.A.T.S / 3 Saturday schools; 3-5 days out of school suspension.

Disruptive Behavior - Conduct which has the intentional effect of disturbing education or the safe transportation of a student

First Offense: 2 detentions

Subsequent Offenses: 3 days of D.A.A.T.S / 2 Saturday schools; 5 days of D.A.A.T.S / 3 Saturday schools.

Drugs/Controlled Substance

Possession or presence under the influence of a 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.

First Offense: 10 days out of school suspension with recommendation to the superintendent for 20 additional days of suspension. Notification to law enforcement. Suspension may be reduced 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.) Student 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.

Subsequent Offenses: 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 of a controlled substance or substance represented to be a controlled substance while at school or at any of the locations described above.

First Offense: 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.

Subsequent Offenses: 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.

Prescription Medication

Possession of a prescription medication without a valid prescription for such medication on school premises or on a school bus.

First Offense: 10 days out of school suspension with recommendation to the superintendent for 20 additional days of suspension. Notification to law enforcement. Suspension may be reduced 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.) Student 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.

Subsequent Offenses: 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.

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

First Offense: 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.

Subsequent Offenses: 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.

Extortion - Verbal threats or physical conduct designed to obtain money or other valuables.

First Offense: 3 days out of school suspension.

Subsequent Offenses: 5 days out of school suspension, 10 days out of school suspension.

Firearms and Weapons (Refer to Policy and Regulation 2620 - Firearms and Weapons in School)

Possession of a firearm or weapon

First Offense: (Minimum of one-year suspension) Notification to law enforcement. Suspension and/or expulsion may be modified by the superintendent to the Board of Education.

Subsequent Offenses: Same above

Harassment

First Offense: 5 days of D.A.A.T.S

Subsequent Offenses: 5 days out of school suspension; 10 days out of school suspension.

Improper Display of Affection - Consensual kissing, fondling, or embracing

First Offense: Warning and notice filed

Subsequent Offenses: 1 day of D.A.A.T.S; 3 days of D.A.A.T.S

Improper Language

Threatening Language - Use of verbal, physical or written threats to do bodily harm to person or personal property.

Toward Staff:

First Offense: 5 days Out of School Suspension

Subsequent Offenses: 10 days Out of School Suspension/10 days Out of School Suspension; recommendation to Superintendent for additional days

Toward Students:

First Offense: 3 days of D.A.A.T.S / 2 Saturday schools

Subsequent Offenses: 5 days of D.A.A.T.S / 3 Saturday schools; Repeated or more serious offences will lead to further action

Use of Obscene or Vulgar Language - Language which depicts sexual acts, human waste, and blasphemous language

First Offense: 1 day of D.A.A.T.S

Subsequent Offenses: 1 day of D.A.A.T.S; 5 days of D.A.A.T.S

Directed toward Staff: First offense: 5 days out of school suspension. Subsequent offenses: 5 days OSS;10 days OSS with recommendation to superintendent for further action.

Disruptive or Demeaning Language or Conduct - Use of hate language to demean other persons due to the race, gender, disability, natural origin, or religious beliefs. This provision also includes conduct, verbal, written, or symbolic speech which materially and substantially disrupts class, school activities, transportation, or school functions.

First Offense: 1 day of D.A.A.T.S

Subsequent Offenses: 1 day of D.A.A.T.S; 5 days of D.A.A.T.S

Inappropriate Sexual Conduct

Physical touching of another student in the area of the breasts, buttocks, or genitals

First Offense: 5 days of D.A.A.T.S

Subsequent Offenses: 5 days out of school of suspension; 10 days out of school suspension

Use of sexually intimidating language, objects, or pictures.

First Offense: 5 days of D.A.A.T.S

Subsequent Offenses: 5 days out of school of suspension; 10 days out of school suspension

Indecent Exposure - Includes display of breasts, buttocks and genitals in a public location

First Offense: 10 days out of school suspension. Notification to law enforcement

Subsequent Offenses: 10 days out of school suspension. Notification to law enforcement

Theft - Nonconsensual taking or attempt to take the property of another

First Offense: 3 days of D.A.A.T.S., make restitution

Subsequent Offenses: 5 days out of school suspension, make restitution; Repeated or more serious offences will lead to further action.

Tobacco - Possession or use of tobacco or tobacco products

First Offense: 3 days of D.A.A.T.S / 2 Saturday schools

Subsequent Offenses: 5 days of D.A.A.T.S / 3 Saturday schools; Repeated or more serious offences will lead to further action.

Truancy - Absent or tardy from class or classes without authorization (See also Policy and Regulation 2340 - Truancy and Educational Neglect.)

First Offense: 3 days of D.A.A.T.S / 2 Saturday schools

Subsequent Offenses: 3 days of D.A.A.T.S / 2 Saturday schools

Vandalism - Intentional damage or attempt to damage property belonging to the staff, students, or the District

First Offense: 1-3 days of D.A.A.T.S / 2 days of Saturday schools plus restitution

Subsequent Offenses: 5 days of D.A.A.T.S / 3 Saturday schools plus restitution; Repeated or more serious offences will lead to further action.

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

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. Dow, Assistant 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

This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the Every Student Succeeds Act.

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplies, or

misinterpreted by school district personnel or by Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the department may file a complaint. The complaint must provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

Such a complaint must be in writing, signed, and filed with the De Soto School District Superintendent's office. The superintendent shall cause a review of the written complaint to be conducted and a written response to be mailed to the complainant within ten working days after receipt of the written complaint. A copy of the written complaint and the superintendent's response shall be provided to each member of the Board of Education. If the complainant is not satisfied with the response, he or she may submit a written appeal to the board indicating the nature of the disagreement with the response and his/her reasons underlying such disagreement (Regulation 1621 - De Soto School District Policy Manual). The board shall consider the appeal at its regularly scheduled board meeting following receipt of the response. The board shall permit the complainant to address the board in public or closed session, as appropriate and lawful, concerning his/her complaint with its written decision in this matter as expeditiously as possible following completion of the hearing.

If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education within fifteen working days following receipt of the written decision from the board. The department will initiate an investigation and issue notice of the findings to the board and the complainant. If there is not evidence that the parties have attempted in good faith to resolve the complaint at the local level, the department may require the parties to do so and may provide technical assistance to facilitate such resolution.

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

Anyone wishing more information about this procedure or how complaints are resolved may contact Dr. Dow, Assistant Superintendent, De Soto School District, 610 Athena School Rd., Desoto, MO 63020, (636) 586-1000 or department personnel.

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

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**

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

De Soto School District 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: Debbie Killingsworth Address: 610 Vineland School Rd., De Soto MO 63020 Telephone Number:
636-586-1000

504 PUBLIC NOTICE

The De Soto School District, as a recipient of federal financial assistance from the United States Department of Education and operates a public elementary or secondary education program and/or activity, is required to undertake to identify and locate every qualified person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parents or guardians of the District's duty.

The De Soto School District assures that it will provide a free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related aids and services that (i) are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and (ii) are based on adherence to procedures that satisfy the requirements of the 504 federal regulations.

The De Soto School District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed at De Soto School District Administration Office by contacting the Section 504 Compliance Grievance Officer, Debbie Killingsworth, Special Education Director, De Soto School District, 610 Vineland School Rd., De Soto, MO 63020

This notice will be provided in native languages as appropriate.

Bullying Incident Report Form - DeSoto School District

If you have been the target of bullying or have witnessed the bullying of a district student, complete this form and submit to the building principal. Complaints against building principals should be submitted to the Superintendent. Complaints against the Superintendent should be submitted to the Board of Education. Reports of bullying will be investigated and disciplinary action will be taken as warranted.

Date/Time Report Filed: _____ Your Name*: _____

Contact Information: _____

Indicate the appropriate response to the following with a check mark(s):

You are a: Student _____ Parent _____ Employee _____ Volunteer _____

Date(s) of alleged bullying: _____

Name(s) of student(s) subjected to bullying:

Person(s) alleged to have committed the bullying:

Name(s) of Witness(es):

Have you reported this to anyone else: Yes _____ No _____

If so, who? When?

Summarize the incident(s) or occurrence(s) of bullying as accurately as possible. If necessary, attach additional sheets or documentation.

*Signature of Complainant _____

***Students have the right to complete this form anonymously. However, it will be easier for the District to investigate this matter if as much information as possible is provided. Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter's future employment, grades, learning, or working environment. A complainant that falsely accuses someone will be subject to disciplinary action.**

This section is for use of District Administration

Date/Time Report Received: _____
Date/Time Investigation Started: _____
Date/Time Central Office Notified: _____

Investigative Action taken: _____

Result of Investigation/Action taken: _____

Date/Time Investigation Completed: _____
Date/Time Central Office Notified of Completed Investigation: _____
Signature of Investigator: _____

Student Image Permission

During the school year, your child's image/photograph or work may be included in a classroom or school project that could be used in one of the following ways:

- Used as a demonstration project/activity in education workshops, classes, or conferences.
- Used as a sample project/activity on CDs created by De Soto Public Schools for use in education workshops and student classrooms.
- Posted on the school or DSHS/DJHS web pages on the internet.
- Submitted as samples to program publishers or as contest entries to sponsors.
- Appear on videotape made during a student presentation of their project, or in broadcasts or videotapes demonstrating computer multimedia in general.
- Videotaped to appear in a school-related program or news broadcast to be used by a local television station or school/county project.
- Used in a printed publication such as a newspaper, magazine, or yearbook.

Your child's name or address WILL NOT be included with your child's picture when publishing on the web.

There is no monetary compensation for the use of the work, but it will help many teachers get more use out of the computers, and show other students a good example of what can be. Please sign the release form that follows if you choose to keep your child's information from being used as described above and return this sheet to your child's school.

Student Image Permission Release Form

_____ I/We DO NOT give permission for _____'s image/photograph, or school work to be used as described in the handbook.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Address: _____ Phone: _____

City, State, Zip Code: _____ Date: _____

Phone Number: _____