

Eldon R-1
Home of the Mustangs



Eldon South Elementary School
Student Handbook
2018-2019

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South Elementary School
1210 South Maple * Eldon, MO 65026 * (573)392-8030
www.eldonmustangs.org

This handbook was designed to communicate the policies and procedures of South Elementary School. In order to achieve our mission of learning for all, the faculty and staff encourage your involvement. By working together the students will be successful. If at anytime you have questions or concerns please do not hesitate to contact our school office at 392-8030. Office hours are 8:00 a.m. to 4:00 p.m. every school day.

School Hours

8:00 a.m.	Offices open
8:00-8:30 a.m.	Breakfast served in the classrooms for K-3 rd grade students.
8:00-8:30 a.m.	Breakfast served in the cafeteria for PK students.
8:30 a.m.	Morning Bell for the start of the school day
3:30 p.m.	School officially ends (Wednesday 2:30 p.m.)

Closing of School

It may be necessary to cancel school due to weather conditions or other acts of nature. This announcement will be aired over radio stations KRMS, KLOZ, KBMZ, KZMO and KLGs by the 6:30 a.m. newscast. In addition, KRCG-TV-13 will carry the announcement.

Early Dismissal Due to Inclement Weather

In the event of an emergency while school is in session, the superintendent of schools will announce an early dismissal of schools. The radio stations listed above carry this type of announcement. You may also call the Mustang Info Line at 392-8080. In order to have a plan of action, parents will complete a registration form at the beginning of the year. School officials will follow these procedures. Should this information need updating, it is the responsibility of the parent to contact your child's teacher or the office to complete an updated early dismissal form.

South Elementary School

Mission:

Together We Lead! Together We Rise!

Vision:

Eldon South Elementary will be an exemplary school by focusing on student achievement and fostering a culture of continuous improvement. This will be accomplished through the unified efforts of staff, students, parent/care providers and community leaders.

Pledge:

We are committed to loving, leading and lifelong learning.

Goal:

South Elementary School will use the Rigor, Relevance, and Relationship Framework within the Model School philosophy as developed by the International Center for Educational Leadership to:

- a. Encourage students at South Elementary School to maintain attendance of 94% as measured by Student Information System (SIS) records.
- b. Aid students at South Elementary School in meeting Annual Progress Report (APR) target goals in English Language Arts and Mathematics as measured by state testing data.
- c. Develop an educational foundation in which at least 80% of students at South Elementary School will function with grade level appropriate skills in reading and mathematics based on Missouri State Standards as measured by student achievement data.

School Information

Books

All books are loaned to students free of charge. Students are responsible for replacement costs of lost or damaged books.

Classroom Parties

Each grade level is permitted to have three (3) parties a year – Fall, Winter, and Valentine’s Day. In the interest of providing a healthy environment, snacks brought by students or parents to share with other students or treats for parties should be purchased at a store or bakery. Food brought should be individually wrapped and in the original unopened container.

Due to classroom learning needs, birthday parties/celebrations cannot be held for each student. Birthday treats may be sent to school. The classroom teachers will serve the treats as time permits.

Deliveries

All deliveries to students should be brought to the office. If a student is sent an arrangement including balloons and/or any glass items (vases, jars), parents will need to pick up the items at the end of the day as they are not permitted on the bus. Please consider size and safety issues if your child will be taking their delivery home with them on the bus. This also includes the delivery of treats for students’ birthdays.

Dress Code

Appropriate apparel must be worn to school. Inappropriate apparel includes short shorts and short skirts, sunglasses, and chains. Neither boys nor girls will be allowed to wear mid-riff shirts, which expose the belly button, nor any apparel with profane wording, vulgar pictures, or alcohol or drug advertising/promotion. Undergarments may not be exposed. Any attire, accessories or hairstyles including marks on exposed skin or unnatural hair color deemed to create a health, safety, or disruption to the learning environment will be considered inappropriate for school and will not be allowed. Students are not to wear caps, headgear, or bandanas once inside the building unless directed to wear safety headgear due to an injury as prescribed by a physician. (Clothing should be of appropriate size to ensure safety during recess and physical education class.)

Emergency Drills

Students are taught the appropriate safety protocol in case of natural disaster including fire, tornado, and earthquake. The school system does have a master plan and building procedures regarding man-made crises as bomb threats, kidnapping, or intrusion into the building by a known or unknown person. Each plan has a system as to how to notify parents or next of kin should such be necessary.

Student Profile Sheet

We must have an up-to-date student profile information sheet for each student. Notify the school immediately if there are any changes in a student’s guardian, address, telephone number, diagnosed allergies or emergency contact persons.

Lost and Found

Lost items are to be turned in to the school office and may be claimed there. Please label school items with student’s first and last name.

Personal Property

Any personal property not considered a school supply, which includes electronic communication devices and audio and visual recording equipment, are not to be brought to school unless the teachers ask for such items to culminate a special project. If personal property is brought to school without prior consent, it will be placed in the school office until the parent claims it. The school is not responsible for any lost, stolen, or damaged property.

Cell Phones

Cell phones should remain turned off and in the student's school bag during school hours, as well as bus transportation times before and after school. If a student possesses electronic pictures or texts, the district will consider it the same as hard-copy possession.

Student Accident Insurance

Student Accident Insurance is available through the Eldon R-1 School District. For more information contact Tammy Kirkweg, Human Resource Specialist at 392-8000.

Telephone Calls

Telephone calls to and from the students are not encouraged. Messages will be taken by the school secretaries and delivered to the child or the teacher.

School Safety/Visitors

To provide a safe environment for our children we ask that all visitors report to the office before going anywhere in the building. If you wish to deliver something to your child, please bring it to the office and we will notify him/her. Students will not be allowed to bring guests to school. The school cannot assume responsibility for children who are not enrolled in the school district. If you would like to visit your child's classroom, please contact the teachers involved in advance and work out an arrangement including date and duration of classroom visit. While in the classroom, please do not engage the teacher or your child in conversation. It is important learning remains the focus of our school.

As part of the Eldon R-1 School District's commitment to school safety, the District has buzz-in stations at the main entrance of South Elementary School, Upper Elementary School and Eldon Middle School. The buzz-in station includes an intercom and a security camera. After the start of school each day, all doors to the school will lock from the outside and the only point of entry to the building will be through the main entrance. All parents and visitors will be required to push an intercom button, state their name and the purpose of their visit in order to gain entry into the school. School staff will make a visual and verbal determination prior to granting the visitor access to the school. In addition, all visitors will be asked to sign in and wear a visitor badge while in the school. Visitors may be required to show photo identification.

Discipline Code

This discipline code applies to all students during the school day and for all activities outside the school day, on or off school campus.

The behavior of students should demonstrate good citizenship, respect and accountability.

Guidelines for good behavior:

1. Show respect for others by communicating appropriately.
2. Show respect by following written and verbal directions.
3. Show respect by behaving in a nonviolent manner. This includes keeping hands, feet, and objects to oneself.
4. Show respect for school property and others by moving throughout the school in a quiet, orderly manner.

Consequence Options

Consequences will vary with each grade level. Teachers will inform parents of their classroom expectations at the beginning of the school year. Teachers will contact the parents by phone or written communication if a classroom disruption arises.

If a student receives a discipline referral to the office, the administration will make needed contacts via phone or letter. The disciplinary options are:

A: Safe seat in classroom.

B: Safe seat in buddy room.

C: Conference with the student and a warning from principal.

D: Recovery Room for appropriate time lengths which could include but is not limited to: recess, 30 minutes, special class time, ½ day, 1-10 days.

The administrator retains the right to issue penalties for acts specifically stated herein (including imposing up to 10 days out-of-school suspension) and to alter any penalties as considered necessary. "Legal/Policy Notices" may be referenced for more information.

Elementary Student Lunchroom Behavior Expectations

1. Students will eat without excessive mess making.
2. Students will use an inside voice without making excessive noise.
3. Students will walk in the cafeteria.
4. Students will stay seated until given permission to leave his or her seat.

Class Placement

Retention

Retention may be considered when, in the judgment of the professional staff, it is in the best educational interest of the student involved. Parents/Guardians will receive prior notification and explanation concerning the retention. However, the final decision will rest with the school administration. Decisions on whether to promote, or retain a student with disabilities will be made in accordance with the Individuals With Disabilities Education Act (IDEA) and as required by other applicable law.

Classroom Assignments

Class lists are developed in a way that will promote a positive learning environment in each classroom based on the following:

- Educational needs including special services and special needs
- Student behavior
- Academic achievement
- Ratio of boys/girls
- Separation of siblings, cousins, and duplicate names

A letter from parents (requesting not to have a specific teacher, or not to have cousins, siblings, or step-siblings in the same room) regarding the upcoming school year must be received by the elementary principal before May 1 of each year.

Student Attendance

1. Student attendance is very important to both a child's success at school and in life. Therefore, we make every effort to work with parents and students in improving attendance.
2. When a child is absent, please call the elementary office to report your child's absence, or send a parent signed note reporting the conditions of the absence. Please contact the teacher and make arrangements to complete any work missed. A daily safety call will be placed to parents to check on students absent from South School.
3. If a student accumulates 5, 10, 15, 20, or 25 or more absences, a letter will be sent to notify parents of the student's attendance.
4. Any student missing more than 12 unexcused days in a school year jeopardizes his/her learning routine. The number of days absent will impact the decision when considering promotion/retention. Attendance concerns will first be addressed to the parent/ guardian. If no improvement is noted, the school principal may report the child to an outside agency for excessive absenteeism, unless there are health and/or other reasons that are factors. These agencies may include Superintendent of Schools, Juvenile Office, and Division of Family Services.
5. If illness or accident will require an absence of more than 10 days, a homebound teacher may be provided to keep student current with his/her class work. Please contact the school to begin the process of requesting homebound services.

Tardy Policy: Students who arrive at school after 8:00 a.m. are required to go to the office for a tardy slip before attending class.

Student Health Services

School Nurse Information

The school nurse's office is located down the hallway from the office. The nurse is on duty from 8:00 a.m. to 3:30 p.m.

All students must present documentation of up-to-date immunization status, including month, day and year of immunizations before they can attend school. In some cases an immunization could be "in progress." In progress means that a child has begun the vaccine series and has an appointment for the next dose. This appointment must be kept and an updated record provided to the school. If the appointment is not kept, the child is no longer in progress and *will not be able to attend school*. Documentation from your physician or MCHC (Miller County Health Center) should have the following information: child's name, date of future appointment, immunization(s) that will be given on that date, and the name of clinic or doctor's office that will be giving immunization(s). If you have any questions you may contact your physician, MCHC, or school nurse.

Exemptions

In the event that your child cannot receive an immunization for medical or religious reasons please provide the school with the following information: name of child, date, reason for exemption, and shots that are exempt. *This information must be signed by physician or MCHC.*

Dispensing of Medications at School (per Board Policy JHCD)

Prescription Medication: (those prescribed by physician)

If your child needs to take prescribed medication during school hours, the medication must be in the original container from the pharmacy with only those doses to be given at school. Parents must provide their written permission to give medication and a physician must fill out an "authorization for medications to be taken during school hours" form (from the school nurse), or a prescription order form from the physician, before the medication will be given at school. Only one week's supply of medication may be sent at a time, and the medication must be given to the nurse. The nurse will keep the medication locked in the health office.

Non-prescription Medication: (over-the-counter medications)

A list of non-prescription medications are provided annually on the Student Health Information form. The signed consent form must be on file for a student to receive any of these medications (e.g. Tylenol, Tums, or generic equivalents, cough drops, etc.). If a parent needs to provide another over-the-counter medication to be given at school, written permission and the medication in the original manufacturer's packaging must be supplied, and medication will only be administered in accordance with the manufacturer's label.

Failure to comply with the medication requirements will result in students not receiving the medication.

Illness or Injury during School

In the event a student becomes ill or seriously injured, the nurse will contact the parent or guardian by telephone. If the parent cannot be reached, the nurse will call the emergency number listed on the student's emergency information sheet. Please be sure to keep emergency numbers updated with the school office.

Doctor's Written Medical Excuse

If a student needs to be excused from physical education, or from any physical activity, the parent/guardian should obtain it in writing from their physician. The written notice should be brought to the elementary office.

Head Lice

It will be the responsibility of the school nurse or the principal's designee to examine any student who is possibly infested with head lice or live eggs (nits). Students found to be infested will be excluded from attending school to be treated at home. Parent of students with reoccurring head lice and have poor attendance will be reported to the principal by the counselor. The principal will request a conference with the parents to discuss other resources for treatment and prevention for head lice. Parents and guardians may also be provided with information about other community agencies providing assistance and/or other resources to treat head lice. Students must be free of live lice and live nits upon examination by the school personnel before riding the bus or returning to school. (Board Policy JHC-AP2)

Conditions that Require Exclusion from School

The following information is provided to help parents understand certain conditions that require exclusion from school:

Fever of 100° or over (or had fever within 24 hours prior returning); undiagnosed rash; vomiting; diarrhea; fainting; red inflamed eyes (for pink eye must be diagnosed and treated for 24 hours before returning); impetigo; ringworm (must be on proper medication prior to returning); head lice; scabies; chickenpox and mumps. All other conditions will be at the discretion of the school nurse.

Food Services

Lunch / Breakfast Programs

School meal prices:

Student Breakfast – Free	Adult Breakfast - \$1.25	
Student Lunch - \$1.65	Reduced Lunch - \$.45	Adult Lunch - \$2.20
Additional milk - \$.35		

Checks should be made payable to Eldon R-I School District.

Free and Reduced Meals

Applications for free and reduced priced meals will be available each fall. Please complete and return to school as soon as possible. Applications will be reviewed per government guidelines. The government requires parents to fill out a form every school year. This information is considered confidential and is not shared. If your child receives free meals based on food stamps or AFDC, please notify the school when you are no longer receiving food stamps or AFDC. You may apply for free or reduced meals anytime during the school year. Parents need to only fill out one form per family.

Meal Charge Policy

The Eldon R-1 Schools charge policy is designed for the convenience of the parents and students. An elementary student will only be able charge up to 3 meals.

After the 3 meal charge is reached, students will receive an alternative meal such as a sandwich and milk until charges are paid. Parents will have the opportunity to access their child's meal charges through the school parent portal of SIS.

All charges not paid before the end of the school year will be carried forward into the next school year, even if your child(ren) switch buildings.

Director of Food Service:
Shawndra Taylor
573-392-8000

Transportation Information

Parent Transportation of Students

Before School

Traffic lanes in front of the school are reserved for dropping off students to enter the front door of school beginning at 8:00 a.m. If you are entering the building, please park in the front parking lot. Morning LEAP will be available for students starting at 6:50 a.m. daily. Students will need to register with LEAP for early morning drop off.

After School

All children not riding buses will stay inside the building and wait in the “Maroon Gym”. This will be the only pick up point for students who ride in a private vehicle. Parents/guardians may enter the building from the outside doors into the “Maroon Gym” once the bell has rung. These outside doors will remain locked until students have gathered and are ready for pick up. Pick-up procedure will include the requirement of daily signature by parent picking up child. This helps ensure the safety of each child at South School.

During the Day

When a student is to be picked up during school hours, a note signed by the parent/guardian should be brought to the office, or given to the student’s teacher the morning the early dismissal is to occur. The parent/guardian or designated person should report to the office.

School Transportation of Students via Buses

All students riding a bus to and from school or any school activity are subject to rules of the Eldon R-I School Board, Department of Elementary and Secondary Education and the laws of the State of Missouri. Any misbehavior, which distracts the driver, is a very serious hazard to the safety of all passengers.

Discipline Guidelines for Buses

1. Obey the driver promptly
2. Stay seated unless getting on or off the bus
3. Keep hands, feet and objects to yourself and inside the bus
4. No offensive language or disruptive behavior
5. No eating, drinking or harmful objects on the bus

Consequence Options

- “A” Verbal warning issued
- “B” Assigned seat given by the driver
- “C” Contact parent/guardian and the building principal
- “D” Conference with the student, parent/guardian, driver and building principal
- “E” Sent to the principal with a recommendation for suspension of bus privileges
- “F” Suspension of bus privileges (1-10 days)

District Bus Policy

Students will only be allowed to ride one bus to one destination, either home or to their baby-sitter. This is important because drivers and other school personnel cannot keep up with the high volume of daily changes in home destinations and because some buses are already filled to near capacity. Students will not be allowed to ride a different bus except in emergency situations.

We appreciate parents taking responsibility to make other arrangements when needed.

If an emergency arises, please contact the elementary school office so an emergency pass can be issued per principal approval. Only three emergency passes will be issued each year.

After School Activities

If your child participates in any out-of-school group/organization that meets on a regularly scheduled basis and which necessitates him/her staying after school, please file a note to this effect with your child’s teacher. One note for the entire school year will be sufficient.

Curriculum and Instruction

Curriculum development is a primary goal for the staff at our school. Grade Level Teams are continually keeping all of the academic material up to date.

In addition, our students receive specialized instruction on a weekly basis in the areas of Art, Music, Physical Education, Guidance, and Library/Media.

The Eldon School District also provides an array of support services for students. Currently, our school has programs and/or services for all areas of special education, school-wide Title I services, and gifted education services.

Grading System

At the end of the 1st, 2nd, 3rd, and 4th quarters, progress reports will be sent home with the student. Each quarter is a 9-week period with a progress report sent for each of the 4 quarters. The progress reports (report cards) are in the form of a checklist to report progress in learning specific skills and strategies. The following progress report scale is used at South Elementary School.

S = 80 – 100%

P = 60 – 79%

N = 59% and below

S – Satisfactory mastery of standard

P – Progressing toward mastery of standard

N – Standard not mastered

DB – Developing Background

Internet Guidelines

The Internet for South Elementary students will be used to investigate educational topics and for directed research.

Use of the Internet is a privilege. Students must use good behavior while on-line and are to show respect for others.

Students must stay within the boundaries of given assignments.

Students will use search engines appropriately.

Students will not have access to unsupervised e-mail.

Students will be instructed not to give personal information on the Internet, such as their full name, address, and phone number.

A user agreement, signed by a parent and the student, is required the student to have access on an individual basis.

These items represent South School's approach to the Internet as a learning and teaching tool.

This list does not replace or supersede the formal school board policy. Use of the Internet is a privilege. Failure to follow guidelines listed above will result in a loss of that privilege.

Legal / Policy Notices

Family Educational Rights and Privacy Act (FERPA).

All public schools are required to provide parents and students over 18 years of age the right to inspect and review education records and personally identifiable information collected and used or maintained by the district relating to the student. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of children. Other rights of the district and parents, as they relate to records, can be obtained by contacting your building principal. Parents have the right to file complaints with the US Department of Education or the State Department of Education concerning alleged failures by the district to meet the requirements of FERPA. See your building principal for the name and address of the US or State Offices that administers FERPA.

Notice of Non-Discrimination

The Eldon R-1 School District does not discriminate on the basis of race, color, religion, sex, national origin, ancestry or disability. Concerns or complaints should be directed to the Coordinator of Title VI, Title IX, Section 504, and America with Disabilities Act at 110 S. Oak St., Eldon, MO, telephone (573) 392-8000.

Special Services

The Eldon R-1 School District is responsible to locate, evaluate and identify all children with disabilities who are under the jurisdiction of the agency, including those who are homeless or migrant, and those in private schools. The Eldon 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 Eldon district has developed a Local Compliance Plan for the implementation of state regulations for the Individuals with Disabilities Education Act (IDEA). Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age 21 that reside in the district, by December 1 of each year. The information is treated confidentially, and meets the requirements of the Family Educational Rights and Privacy Act (FERPA).

If you have a child with a disability or know of a child with a disability who is not attending public school, please contact the Director of Special Services at: (573) 392-8003.

The following opportunities and programs are also available through the Eldon R-1 School District:

- Parents as Teachers Program
- Referral services for Missouri First Steps Program (early intervention services)
- Early Childhood Education and Early Childhood Special Education Programs
- Programs for Migrant and Homeless Children

- Programs for English as a Second Language and English Language Learning

For more information on any of the special programs above, please contact the Superintendent's Office at (573)392-8000.

Notice of Prohibition against Illegal Discrimination and Harassment

The Eldon R-1 School District is committed to maintaining a workplace and educational environment that is free from illegal discrimination or harassment in admission or access to, or treatment or employment in, its programs, activities and facilities. Discrimination or harassment against employees, students, parents of elementary and secondary school students, sources of referrals and applicants for employment, and all professional organizations that have entered into agreements with the Eldon R-1 School District is strictly prohibited in accordance with law, and are hereby notified that our school district does not discriminate on the basis of race, color, religion, sex national origin, ancestry, disability, age, or any other characteristic protected by law. The Eldon R-1 School District is an equal opportunity employer.

Sexual harassment is a form of discrimination on the basis of sex prohibited by law in education, as well as, employment. Sexual harassment is defined as unwelcome conduct that occurs when benefits or decisions are conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or, the school or work environment becomes permeated with intimidation, ridicule or insult that is sexual in nature that is sufficiently severe or pervasive enough to alter the conditions of participation in the district's programs and activities or the conditions of employment. All employees, students, and visitors must immediately report to the district of investigation any incident or behavior that could constitute illegal discrimination or harassment. (Board of Education Policies AC, JG, JGR)

Any person having inquiries concerning or school district's compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX or the Education Amendments of 1972 (Title IX), the Age Discrimination in Employment Act (ADEA), Section 504 of the Rehabilitation Act of 1973 (Section 504), or Titles II and III of the Americans with Disabilities Act of 1990 (ADA) is directed to the Compliance Coordinator below, who has been designated by the school district to coordinate the school district's efforts to comply with the laws and regulations implementing Title VI, Title IX, the ADEA, Section 504 and the ADA.

The Eldon R-1 School District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The Compliance Coordinator of the applicable law, whose name is listed below, will provide information regarding those procedures upon request. (Board of Education Policy AC: Prohibition Against Illegal Discrimination and Harassment)

Any person who is unable to resolve a problem or grievance arising under the laws and regulations cited above may contact the Office of Civil Rights, Region VII, U.S. Dept. of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; phone (816) 268-0550.

Notification of Rights under FERPA.

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] 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, misleading, or otherwise in violation of the student's privacy rights under FERPA.
Parents or eligible students who wish to ask the school to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and 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 as its agent to provide a service instead of using its own employees or officials (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 or another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA.
The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

Assessments

Students in grade three will participate in the Missouri Learning Standards testing procedures for Communication Arts and Mathematics. State testing occurs during the state established testing window during the spring of each school year.

Destruction of Special Education Records

The law provides that Eldon R-1 School District may destroy after five years, all data which was used to provide educational services to a student after the data is no longer useful. This does not include grades or graduation records. However, the information to be destroyed may include records that were used to develop educational plans. These records will be available to you if you request it. Some of these records may be needed at some future date to support a Social Security claim or for benefits as a person with disabilities. Contact the Special Services Office at the Board of Education Office, 112 S. Pine Street to have these records made ready if needed. If you think your child has a disability and or have questions, you may contact your Building Principal or the Director of Special Education at 392-8003.

Protection of Pupil Rights Amendment (PPRA)

Privacy regarding surveys

Privacy regarding non-emergency, invasive physical examinations

Privacy regarding the collection of information for marketing purposes (20 U.S.C. 1221h, Policy JHDA)

<http://www.ed.gov/policy/gen/guid/fpco/ppra/modelnotification.html>

Surveys

No student, as part of any federally funded program, without parental consent, shall be required to submit to a survey, analysis or evaluation that reveals: political affiliations; potentially embarrassing mental or psychological problems; sex behaviors and attitudes, illegal, anti-social, self-incriminating and demeaning behavior; critical appraisals or other individuals with which there are family relationships; legally recognized privileges; income unless required to determine eligibility for participation in a program or financial aid; religious practices, affiliations or beliefs. The students may provide consent if an adult or emancipated minor. (Board Policies JDHA and KI)

Asbestos

On October 22, 1986, the Asbestos Hazard Emergency Act (AHERA-Public Law 99-519) was signed into law. This law required the EPA to develop regulations, which provide a comprehensive framework for addressing asbestos problems in public and private schools. One rule requires the schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings and implement response actions in a timely fashion. Eldon R-1 Schools conducts semi-annual inspections of all asbestos containing building materials and has an outside certified agency conduct a comprehensive district-wide inspection every three years. A management plan is on file in the Board Office.

Harassment

Sexual harassment is a form of sexual discrimination that is prohibited by law in education as well as employment. The law defines sexual harassment as: "Unwelcome sexual advance, request for sexual favors, and other verbal or physical conduct of a sexual nature." Depending on the severity and/or frequency of the harassment, punishment may range from counseling / conferencing to expulsion from school (or termination) by the Board of Education in accordance with Board Policy JBA. Sexual harassment applies to all ages. (Board of Education Policy JBA)

Distribution of Non-Curricular Student Publications

Students may distribute, at reasonable times and places, unofficial written material, petitions, buttons, badges, or other insignia. Anyone wishing to distribute unofficial materials must first submit for approval a copy of the material to the principals 24 hours in advance of desired distribution time. (Board of Education Policy IGDBA)

Custody of Children

If there is a situation in your family in which a child is not allowed to leave with a particular individual, you must notify the school office of the situation at the beginning of each school year. This notice should also be provided whenever a change in this situation occurs. A parent must have legal custody of a child before he/she can deny the other parent from equal access to the child. A certified copy of custody papers must be on file with school officials at the beginning of the school year or at the time of enrollment in order for officials to carry out the mandate of the court.

The Safe Schools Act

The Missouri General Assembly enacted the Safe Schools Act into law in 1997. The purpose of this action is to reduce and eliminate threats and violence in and around the school setting. The law does not give school principals a broad variety of choices when addressing certain types of pupil action. Some examples include: a closed or clenched fist is taken as a threat to another person, spitting is considered an assault, and hitting another person for any reason is considered to be an assault. The term weapon now means more than guns or bombs. A weapon is defined as any object that can inflict bodily harm or cause permanent injury to a person. Consequently, weapons and objects that could cause damage to another will result in confiscation of the item and the student may be reported to juvenile authorities and to the police. Parents are also made aware that in certain cases of extreme behavior, the police may be called to the school to assist in regaining control of the student. Parents will be notified of this type of action and required to assist in re-establishing control. If deemed appropriate, the police may take the student to the police station and there a decision will be made regarding appropriate action for the student.

Weapons in School

The Board recognizes the importance of preserving a safe educational environment for students, employees and patrons of the district. In order to maintain the safety of the educational community, the district will strictly enforce the necessary disciplinary consequences resulting from the use or possession of weapons on school grounds, buses or at school activities.

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

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

In accordance with federal and state law, any student who brings or possesses a firearm as defined in 18 U.S.C. 921 or a device listed in #2 above on school property or at any school activity will be suspended from school for at least one (1) calendar year or expelled and will be referred to the appropriate legal authorities. The suspension or expulsion may be modified on a case-by-case basis upon recommendation by the superintendent to the Board of Education. Students who use or possess other weapons defined in this policy will be subject to suspension and/or expulsion from school and may be referred to the appropriate legal authorities.

Students with disabilities who violate this policy will be disciplined in accordance with policy JGE. Such students with disabilities who possess a weapon, as defined as a “dangerous weapon” in 18 U.S.C. 930, at school or at a school function, may be placed in an appropriate interim alternative educational setting for the same amount of time that students without disabilities would be subject to discipline but for not more than 45 calendar days.

The policy shall not be construed to prohibit the Board from allowing a Civil War Reenactor to carry a Civil War era weapon on school property for educational purposes so long as the firearm is unloaded.

Searches

Desks and any other areas where students store personal effects are considered school property and therefore may be subject to random, unannounced searches throughout the school year. Additional searches of bags, purses, coats, electronic devices, and other personal possessions and cars in accordance with law.

District Student Discipline Policy

It is essential that the district maintain a classroom environment that allows teachers to communicate effectively with all students in the class and allows all students in the class to learn. To assist district staff in maintaining the necessary classroom environment, the Board of Education has created a discipline code that addresses the consequences, including suspension or expulsion, for students whose conduct is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of other students. The Board authorizes the immediate removal of a student upon a finding by a principal or superintendent that the student poses a threat of harm to self or others, as evidenced by the prior conduct of such student. Any such removal will be subject to the appropriate due process procedures and in accordance with law.

These policies, regulations and procedures will apply to all students in attendance in district instructional and support programs as well as at school-sponsored activities. All district staff are required to enforce these policies, regulations and procedures in a manner that is fair and developmentally appropriate and that considers the student and the individual circumstances involved.

Off-campus misconduct that adversely affects the educational climate will also be subject to these policies, regulations and procedures. Students who have been charged, convicted or pled guilty in a court of general jurisdiction for commission of a felony may be suspended in accordance with law.

Building handbooks containing disciplinary codes will be adopted by the Board prior to the beginning of each school year.

Building principals are responsible for the development of additional regulations and procedures regarding student conduct needed to maintain proper behavior in schools under their supervision.

Teachers have the authority and responsibility 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.

All employees of the district shall annually receive instruction related to the specific contents of the district’s discipline policy and any interpretations necessary to implement the provisions of

the policy in the course of their duties including, but not limited to, approved methods of dealing with acts of school violence, disciplining students with disabilities and instruction in the necessity and requirements for confidentiality.

The comprehensive discipline policy of the district is composed of this policy and includes, but is not limited to, the following policies and regulations: JG-R, JGA, JGB, JGD, JGE and JGF. 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.

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 12/20/1993

Revised: 09/23/2002

Cross Refs: ECD, Traffic and Parking Controls
EGAAA, Reproduction of Copyrighted Materials
GBH, Staff/Student Relations

Legal Refs: §§ 160.261, 167.161 -.171, 171.011, RSMo.
Safe and Drug-Free Schools and Communities Act, P.L. 107-110
Beussink v. Woodland R-IV School District, 30 F.Supp.2d 1175 (E.D. Mo. 1998)
Eldon R-I School District, Eldon, Missouri

Legal Refs: §§ 160.261, 171.011, 563.061, RSMo.

Eldon R-I School District, Eldon, Missouri

Reporting to Law Enforcement

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

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

1. First or second degree murder under § 565.020, .021, RSMo.

2. Voluntary or involuntary manslaughter under §§ 565.024, RSMo.
3. Kidnapping under § 565.110, RSMo.
4. First, second or third degree assault under §§ 565.050, .060, .070, Rmo.
5. Sexual assault or deviate sexual assault under §§ 566.40, .070, RSMo.
6. Forcible rape or sodomy under §§ 566.30, .060, RSMo.
7. Burglary in the first or second degree under §§ 569.160, .170, RSMo.
8. Robbery in the first degree under § 569.020, RSMo.
9. Possession of a weapon under chapter 571, RSMo.
10. Distribution of drugs under §§ 195.211, .212, RSMo.
11. Arson in the first degree under § 569.040, RSMo.
12. Felonious restraint under § 565.120, RSMo.
13. Property damage in the first degree under § 569.100, RSMo.
14. Child molestation in the first degree pursuant to § 566.067, RSMo.
15. Sexual misconduct involving a child pursuant to § 566.083, RSMo.
16. Sexual abuse pursuant to § 566.100, RSMo.

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

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

Documentation in Student's Discipline Record

The principal, designee or other administrators or school staff will maintain all discipline records as deemed for the orderly operation of the schools. In addition, any offense that constitutes a "serious violation of the district's discipline policy" must be documented in the student's discipline record in accordance with law. Policy JGF defines a "serious violation of the district's discipline policy" as one (1) or more of the following acts if committed by a student enrolled in the district:

1. Any act of school violence or violent behavior.
2. Any offense that occurs on school property, on school transportation or at any school activity and that is required by law to be reported to law enforcement officials.
3. Any offense that results in an out-of-school suspension for more than ten (10) school days.

Prohibition against being on or near School Property during Suspension

All students who are suspended or expelled are prohibited from being on school property for any reason unless permission is granted by the superintendent or designee.

Any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any public school in the district unless one (1) of the following conditions exist:

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

If a student violates this prohibition he or she may be suspended or expelled in accordance with the offense, “Failure to Meet Conditions of Suspension” listed below.

Prohibited Conduct

The following are descriptions of prohibited conduct as well as potential consequences for violation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student’s discipline file pursuant to law and Board policy. This list of offenses is not exhaustive and the district can discipline a student for any action that is disruptive to the school environment, whether it occurs on or off school property. Consequences may be increased or decreased depending on the circumstances of the offence.

1. Arson—Starting or attempting to start a fire or causing or attempting to cause an explosion.

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

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

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

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

First Offense:	Expulsion
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3. Automobile/Vehicle Misuse—Uncourteous or unsafe driving on or around school property, unregistered parking, failure to move vehicle at the request of school officials,

failure to follow directions given by school officials or failure to follow established rules for parking or driving on school property.

First Offense: Suspension or revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: Revocation of parking privileges, detention, in-school suspension, or 1-180 days out-of-school suspension.

4. Bullying (see Board policy JFCF)—Repeated and systematic intimidation, harassment and attacks on a student or multiple students, perpetuated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion or theft, damaging property, and exclusion from a peer group.

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

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

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

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

First Offense: Nullification of forged document. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

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

7. Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved)—Verbal, written, pictorial or symbolic language or gesture that is directed at any person and that is rude, vulgar, defiant, in violation of district policy or considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

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

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

8. Drugs/Alcohol (see Board policies JFCH and JHCD)

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

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

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

- b. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202 of the Controlled Substances Act.

First Offense: In-school suspension, 1-180 day out-of school suspension.

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

- c. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202 of the Controlled Substances Act.

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

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

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

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

Subsequent Offense: In-school suspension, 1-180 day's out-of-school suspension or expulsion.

10. Failure to Meet Conditions of Suspension--Coming within 1,000 feet of any public school in the district while on suspension for an offense that requires reporting to law enforcement or for an act of school violence or drug-related activity defined by district policy as a serious violation of the district's discipline policy. See section of this regulation entitled, "Prohibition against Being on or near School Property during Suspension."

In determining whether to suspend or expel a student, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence within 1,000 feet of the school is disruptive to the educational process or undermines the effectiveness of the school's disciplinary policy.

First Offense: Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

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

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

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

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

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

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

13. Hazing (see Board policy JFCF)--Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity. Hazing may occur even when all students involved are willing participants.

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

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

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

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

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

15. Sexual Harassment (see Board policy AC and regulation AC-R)

- a. Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature that has the purpose or effect of unreasonably interfering with a student's educational environment or creates an intimidating, hostile or offensive educational environment. Examples of sexual harassment include, but are not limited to, sexual jokes or comments, requests for sexual favors and other unwelcome sexual advances.

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

Subsequent Offense: In-school suspension, 1-180 day's out-of-school suspension, or expulsion.

- b. Unwelcome physical contact based on gender or of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creates an intimidating, hostile or offensive educational environment. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether or not the touching occurred through or under clothing.

First Offense: In-school suspension, 1-180 days

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

16. Technology Misconduct (see Board policy EHB and regulation EHB-R)

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

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

Subsequent Offense: Restitution. Loss of user privileges, 1-180 days out-of-school suspension or expulsion.

- b. Violation other than those listed in "a," or of Board policy EHB and regulation EHB-R, administrative procedures or netiquette rules governing student use of district technology.

First Offense: Restitution. Loss of user privileges, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

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

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

Subsequent Offense: Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.

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

First Offense: Principal/Student conference, detention, in-School suspension, 1-180 day's out-of-school suspension, or expulsion.

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

19. Tobacco

a. Possession of any tobacco products on school grounds, school transportation or at any school activity.

First Offense: Confiscation of tobacco product. Principal/Student conference, detention, or in-school suspension.

Subsequent Offense: Confiscation of tobacco product. Detention, in-school suspension, or 1-10 days out-of-school suspension.

b. Use of any tobacco products on school grounds, school transportation or at any school activity.

First Offense: Confiscation of tobacco product. Principal/Student conference, detention, in-school suspension, or 1-3 days out-of-school suspension.

Subsequent Offense: Confiscation of tobacco product. In-school suspension or 1-10 days out-of-school suspension.

20. Truancy (see Board policy JEDA)--Absence from school without the knowledge and consent of parents/guardians and/or the school administration; excessive non-justifiable absences, even with the consent of parents/guardians.

First Offense: Principal/Student conference, detention, or 1-3 days in-school suspension.

Subsequent Offense: Detention or 3-10 days in-school suspension.

21. Unauthorized Entry--Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

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

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

Vandalism (see Board policy ECA)--Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students.

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

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

22. Weapons (see Board policy JFCJ)

- a. Possession or use of any instrument or device, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo., which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.

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

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

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

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

Subsequent Offense: Expulsion.

Dear Parent or Guardian:

This letter is written to inform you of some of the requirements that we have under No Child Left Behind Act of 2001. This law, which provides federal support to school districts, also requires us to provide you with certain notices. One of these notices is the “right to know” that your child is being taught by highly qualified staff. Under this act, please be aware of the following provisions:

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 qualifications 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 for certification.

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

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

Also, attached to this letter is our complaint resolution procedure that we are required to provide on a yearly basis. Please do not hesitate to call either the building principal or myself if you have questions or concerns, as we appreciate your input.

Sincerely,
Mr. Matt Davis
Superintendent of Schools

Standard Complaint Procedure Eldon R-1 School District

This complaint procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the No Child Left Behind Act (NCLB), Title I, IIA, IID., IVA, V, and VIB.

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other personnel directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed and the resolution pursued in accordance with local district policy. The Eldon School District Policy indicates that the principal may schedule a conference to resolve the complaint. If the complaint is not resolved, it then may go to the Superintendent, and then if not resolved to the Board of Education. If the issue can't be resolved at the district level, then a complaint may be filed with the Missouri Department of Education. 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 assistance to facilitate the resolution.

Anyone wishing more information about this procedure or how complaints are resolved may contact the Superintendent's Office at 573-392-8000.

Missouri Department of Elementary & Secondary Education
No Child Left Behind Act of 2001 (NCLB)
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 No Child Left Behind Act of 2001 (NCLB)².

Missouri Department of Elementary and Secondary Education Complaint Procedures for NCLB Programs Table of Contents	
General Information 1. What is a complaint under NCLB? 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 private school children handled differently?
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1. What is a complaint under NCLB?

For these purposes, a complaint is an 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 NCLB.

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

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

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

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

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

¹ Programs include Title I, A, B, C, D, Title II, Title III, A, Title IV, A, Title VI, Title VII, C

Revised 7/15

² In compliance with NCLB Title & Part C, Sec. 9304(a)(3)(C)

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

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 NCLB 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 fifty 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 forty-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 ten days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, and/or telephone call(s).
6. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

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

If the complaint is an LEA is not providing equitable services for private school children, in addition to the procedures listed in number 7 above, the complaint will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Departments' resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. An independent on-site investigation may be conducted if the Department determines that it is necessary. The 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.