

BOURBON ELEMENTARY STUDENT HANDBOOK

2022-2023



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Bourbon Elementary School Mission Statement:
“We will work together every day to learn and grow the Starhawk Way”

Foreword

Cooperation between home and school is an important factor in the guidance of each child to his or her maximum development. Because of this important factor, Bourbon Elementary presents this handbook for parents, students and faculty.

We hope you will go over this booklet together with your child so that everyone will be aware of the information, policies, and guidelines of our school. Parental support of these policies is very important in order to provide a positive learning environment. We would welcome any questions or comments. Our purpose is to work cooperatively with parents to provide the best education possible for the students.

Dear Parents and Guardians,

Welcome to Bourbon Elementary School! We are looking forward to an exciting and successful school year. This handbook has been prepared to provide an easy reference regarding information about our school. We ask for your assistance so that we may provide your child with a rewarding and enriching educational experience. Please take the time to read this informational handbook thoroughly. Once you have read and reviewed the handbook, please complete the signature page at the back of the handbook and return it to school with your child.

Bourbon Elementary School would like to extend an invitation for you to visit our school! We would like for you to be an active participant in your student's activities and be a part of our school community in regards to PTO, Volunteer Programs and other opportunities to help provide our students with the best education possible. Bourbon Elementary looks forward to you being an integral part of the continued growth and success of our school!

Sincerely,

Mr. Joe Bozic

BES Principal

Crawford County R-I School District

Mission Statement

The Crawford County R-I Community empowers students to discover their purpose and to reach their potential.

District Vision Statement

The vision of the Crawford County R-I Community is to be a source of pride, a leader in innovation, and a model of academic excellence.

District Belief Statements

We believe every student has purpose.

We believe in high expectations and accountability.

We believe students will thrive in a safe and secure educational setting.

We believe in inactive and engaging learning environment.

We believe in a positive and collaborative school community.

We believe in recruiting, retaining, and developing quality staff at all levels.

We believe all stakeholders have a voice in the decision making process.

We believe in good stewardship of District resources.

District Priority Areas

Academic Achievement

- MAP/EOC/ACT High Performance
- College and Career Readiness
- High Attendance
- High Graduation Rate

Leadership and Development

- Professional Learning Communities
- Fiscal Responsibility
- Staff Support and Development
- Facility Planning
- Resource Allocation and Management

Climate, Culture, and Communication

- School Safety
- Positive, Welcoming Atmosphere
- Low Student Discipline and Positive Behavior
- High Staff Retention
- Effective Communication
- Parent Involvement
- Extra-curricular opportunities
- Community partnerships

Table of Contents

Section I: School Structure

Calendar	8 & 10
District Staff Information	6
Faculty List - Elementary	7
Foreword	2
Special Class Rotation	9

Section II: School Procedures and Policies

Academic Honor Roll	11
After School Tutoring/Activities	11
Attendance Policy	11-13
Attendance Awards	13
Birthdays	13
Building Hours	13-14
Building Entrances	14
Care of School Property	14
Class Requests	14
Complaint Procedure	14-15
Dismissal	16
Dress Code	16
Early Release of Students	17
Emergency Procedures	17
Enrollment Policies	17
Grading Scale	18
Homework & Progress Reports	18
IDEA Public Notice	19
Inclement Weather	18
Indoor Recess	19-20
Lost & Found	20
Lunch/Meals	20-21
Meal Charge Policy	21
May Day	21
MOCAP	21
NCLB Complaint Procedures	51-53
Parent and Student Visitor	21-22
Parent Portal	22
Parent-Teacher Conferences	22
Promotion & Retention of Students	22
School Activities	22
School Counselor	22-23
School Pictures	23
School Trips	23
School Volunteers	23-24
Special Support Services	23
Technology Use	24-25
Telephone/Personal Electronic Devices	25-26
Transportation Changes	26

Truancy	26
Withdrawal or Transfer	26

Section III: Positive Behavior Intervention and Support (PBIS) and Discipline

Acknowledge Sign & Return Page	55
Bullying Incident Form	48-49
Complaint Form	50
Discipline Matrix	32-46
PBIS	27-28
Playground Rules	46
Safe School Act	29-30
School Bus Conduct Rules	46-47
Student Discipline	30-32

Section I: School Structure

Crawford County R-I School District Staff

Board of Education

Stephen Waldron – President

Jason Gobin – Vice President

Valley Becker - Secretary

Marty de la Torre – Member

Andrew Graddy - Member

Sean Kaysinger– Member

Suzanne Louderman - Member

Jessica Sutton - Member

Shelly Turnbough - Treasurer

Dr. Kyle Gibbs, Superintendent

Valley Becker, District Bookkeeper/Board Secretary

Angie Cain, Accounts Payable/PR Coordinator

Valli Ertl, Administrative Assistant to the Superintendent/Transportation Secretary

Bourbon Elementary Staff

Phone Extensions

Administration

Joe Bozic, Principal Pre-K-4th Grade -2010

Erin Mades, Special Programs

Director-2016

Jessica Becker, Asst. Principal, Safety -
2027

Viola Huitt, Elementary Secretary-2017

Danielle Waldron, Elementary

Secretary-2013

Tracy Rushing, Special Programs

Secretary-2021

Counselor

Kylie Schroeder, PK-4 -2026

Health Services

Grace Negretti, R.N.-2022

Jeanette Weppner, L.P.N.-2022

Support Services

Nancy Newberry, Copy Clerk-2015

Early Childhood Special Education

Lori Coats

Crystal Monda, Aide

Preschool

Christy Nolie

Kindergarten

Anna Thurmond

Kelsey Wigger

Terri Wisdom

First Grade

Tina Dowell

Beth Hanes

Stephanie Jones

Second Grade

Tricia Beckett

Taylor Bunch

Cyndi Muschany

Dawn Roberts

Third Grade

Amanda Graddy

Katie Kotila

Kelly Williamson

Fourth Grade

Savannah Frayer

Sherryl Cash

Tara Kopp

Jeanelle Mahurin

Special Area Teachers

Heather Bartle, PE

Curtis Bergner, Music

Deborah Kordonowy, Art

Dawn Clift, Librarian- 2024

SPED and Title

Whitney Bridgeman, Special Services, 3rd

Lindsay Gobin, Reading Recovery

Jennifer Harmon, Math Interventionist

LaDonna Hartwick, Reading

Sara Niebruegge, Special Services, K-2

Lorie Payne, Special Services, 4th

Kaitlin Smith, Speech

FRESH IDEAS FOOD SERVICE

Kim Harmon, Director-2018

TEACHER PARAPROFESSIONALS

Nicole Baker, Special Services

Renee Blunkall, Library Aide

Nicole Butyenek, Preschool

Marissa Jones, Special Services

Martina Messex, PAT/Title 1 Math Para

Debra Radford, Special Services

Mary Sutton, Special Services

Felica Studeny, Special Services

Tammy Zuzack, Title Paraprofessional

Italics: Team Leader

2022-2023 School Calendar

August 16-22: Teacher Workdays
 August 18: Open House
 August 23: Classes begin
 September 21: Progress Reports
 October 14: End of 1st quarter
 October 25: Parent Teacher Conferences 4:00-7:30
 October 27: Parent Teacher Conferences 4:00-7:30
 November 16: Progress Reports
 November 21: **School in Session**
 November 23-25: Thanksgiving Break
 December 21: End of 2nd quarter/1st semester
 December 22-January 3: Winter Break
 January 4: Classes resume
 January 6: Report Cards
 February 8: Progress Reports
 February 27: Parent Teacher Conferences 1:00-6:00
 March 2: Parent Teacher Conferences 4:00-7:30
 March 10: End of 3rd quarter
 March 17: Report Cards
 April 7: Good Friday (No School)
 April 20: Progress Reports
 May 26: Early Out @ 12:30 – Last Day of School/Report Cards

	Student Days	Contract Days	Explanation
August	6	4 (5 New)	Teacher Workdays
September	18	1	PD Day
October	16	2	PD Day, PTC
November	16	1	PD Day
December	13	1	PD Day
January	16	2	PD Days
February	16	1.5	PD Day, PTC
March	18	1.5	PD Day, PTC
April	15	1	PD Day
May	15.5	1	PD Day
Total	149.5	15 or 16	

1st Quarter ends October 15: 32 days
 2nd Quarter 1st Semester ends December 17: 37 days
 3rd Quarter ends March 11: 38 days
 4th Quarter/2nd Semester ends May 27: 42.5 days

Special Class Rotation Schedule

Teacher	Tuesday	Wednesday	Thursday	Friday
Thurmond	Music	Art	PE	Rotates
Wigger	Art	PE	Music	
Wisdom	PE	Music	Art	
Dowell	Music	Art	P.E	Rotates
Hanes	Art	PE	Music	
Jones	PE	Music	Art	
Beckett	Music	Art	PE	Library
Bunch	Art	PE	Library	Music
Muschany	PE	Library	Music	Art
Roberts	Library	Music	Art	PE
Graddy	Music	Art	PE	Rotates
Kotila	Art	PE	Music	
Williamson	PE	Music	Art	
Cash	Music	Art	PE	Library
Frayar	Art	PE	Library	Music
Kopp	PE	Library	Music	Art
Mahurin	Library	Music	Art	PE

Crawford County R-1 2022/23 School Calendar

July 2022						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2022						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
						6

September 2022						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
						18

October 2022						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14 ^{1st Q}	15
16	17	18	19	20	21	22
23	24	25 ^{PTC}	26	27 ^{PTC}	28	29
30	31					16

November 2022						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
						16

December 2022						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21 ^{2nd Q}	22	23	24
25	26	27	28	29	30	31
						13

January 2023						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
						16

February 2023						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27 ^{PTC}	28				
						16

March 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			1 ^{PTC}	2	3	4
5	6	7	8	9	10 ^{3rd Q}	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
						18

April 2023						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						15

May 2023						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26 ^{12:30}	27
28	29	30	31			
						15.5

June 2023						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- New Teacher Workshop, No School
- Teacher Workdays/PD Days, No School
- Holidays, Breaks, and Scheduled Days Off, No School
- Early Dismissal at 12:30
- Summer School
- Commencement 6:30 PM

First Day of School: August 23, 2022
 High School Hours: 7:45 AM-3:35 PM
 Elementary/Middle School Hours: 7:53 AM-3:43 PM
 Final Day of School: May 26, 2023 12:30 PM Dismissal
 Parent Teacher Conferences: 10/25, 10/27, 03/02 4:00 PM-7:00 PM; 2/27 1:00 PM-6:00 PM

Section II: School Procedures and Policies

Academic Honor Roll

Students earning A and A- grades in all subjects qualify for the High Honor Roll award.

Students earning A, A-, B+, and B grades in all subjects qualify for the A/B Honor Roll award.

After School Tutoring/Activities

If any student participates in after school tutoring/Activities, student pick up will be at 5:00 P.M. at the Elementary entrance doors.

Attendance

Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instructional process and cause many students to fail or achieve only mediocre success in their academic program. Therefore, the values of attendance and punctuality cannot be overemphasized. The responsibility for attendance is that of the student and parent/guardian.

Attendance: Administrative Policy

1. Parents MUST notify the school, by phone or in writing, if a child is sick in order for the absence to be excused. A note should be sent to the teacher stating why a student was absent if they were not sick.

2. Classification of absences:

Excused Absence – Any absence which is allowed by school personnel is an excused absence. Absences should be cleared through the Principal's office in advance whenever possible. An absence or tardy, even by parental approval, may not be excused. All absences, except for illness and/or death in the family, require advance approval. An absence for any of the following reasons will be excused for reasons [A] through [D], provided the required procedures have been followed:

- (A) Attendance at a funeral for a member of the immediate family
- (B) Illness, which causes a student to be absent from school,
- (C) Doctor or dental appointment, which requires student to be absent from school,
- (D) Court appearances that are required by a court order
- (E) Family trips in which student accompanies parent(s)/legal guardian(s),
- (F) Other absences, which have received prior approval from the Principal.

The Principal has the discretion to deny approval for the reasons [E] & [F], depending on circumstances such as the student's number of other absences, the student's academic status, the tests or other projects which may be missed, and in the case of a family trip, whether the trip could be taken during non-school time and the educational nature of the trip. Note: Parents should provide the school office with written notice at least 3 – 5 days in advance.

Unexcused Absences: An absence, which is not excused, is unexcused. Students given an unexcused absence will be expected to make up their work but will receive a grade of no higher than an 80%, which will be averaged in with all other work. Chronic problems with unexcused absences may result in either academic reassignment or out-of-school suspension. When absent from class, either unexcused or excused, the student is responsible for knowing the material covered in class that day.

A student who is suspended for a disciplinary problem for any number of days will not have that number charged against the total number of absences. A student transferring into the district during the semester will have his/her total number of days allowed prorated.

A parent should notify the school by telephone prior to the missed time or by note immediately afterward if unable to notify the school before. If a student does not provide the above requirement of notification, the absence will be deemed unexcused.

3. Tardiness is defined as any unexcused appearance of a student beyond the scheduled time that a class begins. Teachers who detain a student from reporting to class on time will give him/her a pass to enter the classroom. Teachers will honor other staff members' passes. Students who are tardy to school must report to the office for an admit pass.

4. School activities are exempt from, and will not count toward absences.

Attendance: Administrative Procedure

1. During the school year, Crawford County R-I will continue to emphasize using instructional time productively. Our intent is to clearly establish teaching, learning tasks and attendance as a priority in our schools. This emphasis will mean that class interruptions must be limited only to emergencies. Furthermore, in order for students to benefit from the strong emphasis on instruction, they must attend class regularly and be on time. Irregular student attendance is one of the greatest contributing causes of failure, as well as students eventually dropping out of school. After numerous absences by a student, the principal or his/her designee may send a letter to the parent/guardian outlining that their son or daughter may be at risk of failure and may be required to attend summer school or be retained at the current grade level.

2. A parent's appeal to the Principal for his/her recommendation about the need of summer school must be accompanied by documentation to support the request. (Example: Doctor's excuse stating specific dates)

3. If the parents do not agree with the Principal's decision, they may appeal to the Superintendent and, ultimately, to the local Board of Education for this district.

Attendance: Administrative Enforcement

1. The penalties for unexcused tardiness and truancy are detailed in the discipline plan. A student who needs to leave school during the school day must be signed out in the office by a parent or other responsible adult prior to departure.

2. Students will have two (2) days for each day absent to make up work missed. If necessary, special arrangements may be made with the teachers involved. It is the student's responsibility to see that work is made up.

3. Failure to bring a note explaining the reason for the absence will result in an unexcused absence for the day(s) missed. If a student fails to bring a note upon their return to school, they will be given two days to correct the problem or the absence will remain unexcused.

4. When students are reported absent, the home could be called unless the school has been notified by the parent as to the cause of the absence.

Make-up work is the student's responsibility. Teachers will give students and parents a copy of their make-up policy at the beginning of the year. Arrangements to do the work must be made the day a student returns to school, and the work must be completed within the time assigned by

the teacher. Failure to do so will result in the student receiving a zero for all work missed. Students who know they will be absent in advance must get their work from teachers before they are absent.

A student participating in or attending any school activity must be in attendance for four periods the day of the activity. If the activity is on a day that school is not in session, the student must have been in attendance for four periods the previous school day. Exceptions are granted with administrative approval.

Attendance Awards

Perfect attendance

- No tardies or class periods were missed. Absence from a class due to a school activity is allowed.
- Students with perfect attendance for the year will be recognized in some way.

Excellent attendance

- Missing no more than six hours.

Birthdays

There will be no birthday parties, but treats may be sent. If you wish to send treats, we encourage you to comply with the Eat Smart Guidelines cited in the District Wellness Plan.

Examples of healthy snacks are as follows:

- * Fresh fruits and vegetables
- * Baked chips
- * Low fat popcorn
- * Yogurt
- * Bagels with low fat cream cheese
- * Baby carrots and other vegetables with low fat dip
- * Trail mix*
- * Nuts and seeds*
- * Fig cookies
- * Animal crackers
- * Whole grain crackers and cheese cube
- * Granola bars
- * Soft pretzels and mustard
- * Pizza (no extra cheese and no more than one meat)
- * Pudding
- * String cheese
- * Cereal bar
- * Single-serve low fat or fat free milk (regular or flavored)
- * 100% fruit juice (small single-serves)
- * Bottled water (including flavored water)

Building Hours

The building will be open to students at 7:40 a.m. Students should not arrive any earlier than this time. Preschool morning classes begin at 7:53 a.m. and end at 11:08 a.m., and afternoon classes begin at 12:38 p.m. and end at 3:43 p.m. School starting time for grades K-4 is 7:53 a.m. All students must sign in at the office if they are late to class.

Kindergarten through fourth grade students will be dismissed at 3:43 p.m. and should not remain in the buildings after this time unless they are under the direct supervision of a teacher. This would include activities such as clubs, tutoring, etc. No students will be allowed to stay after school with an older brother or sister who is staying for practice. Please make other arrangements for the younger child. You are encouraged to call the school office concerning any questions you may have. The elementary office number is 573-732-5365.

Pre-school morning pickup at 11:08 a.m. will be at the Starhawk Drive entrance. Pre-school 12:38 p.m. drop off will also be at the Starhawk Drive entrance. All other drop offs and pickups will use the main Elementary Entrance.

Building Entrances

In order to provide the safest possible learning environment for our students, all doors will remain locked. All visitors must check in at the office upon arrival.

Care of School Property

A clean, neat school reflects the good reputation of the students who attend the school. How their school appears to others will have something to do with what they think of them. Students should:

1. Never mar, scratch, or deface school property.
2. Do their part to keep the grounds and buildings clean.
3. Do not play on the grass or among the shrubs and plants around the building.
4. Eat food only in those places which have been set aside for this purpose.
5. Keep the restrooms clean and neat.
6. Consider the efforts of the custodians and help make their work easier.

Students are financially responsible for books, equipment, etc. checked out to them. They are also financially responsible for damage they may inflict on other school property such as school buses, desks, buildings, windows and lockers.

Class Requests

All class assignments for the next school year will be sent home with the student along with their final report card on the last day of school. If you have any requests for grades PK-2, they must be made in writing to the principal no later than April 21st. No request will be taken over the phone. You will be asked to state a valid reason for your request. Although every effort is made to honor parent requests, these requests are not a guarantee of class placement. We will not accept teacher requests for students entering the third or fourth grade.

Complaint Procedure

The board of education believes that good communication helps to resolve many misunderstandings and disagreements, and the board encourages patrons to discuss their concerns with the appropriate school district personnel in an effort to resolve problems. However, there are instances when such efforts do not resolve matters satisfactorily. The board institutes the following policy to address those instances.

A patron who is dissatisfied with the practices, regulations or personnel of the school district should speak to the person with whom he or she is dissatisfied, or to the person who is responsible for the practice or regulation with which he or she is dissatisfied.

When a patron wishes to file a complaint about procedures, regulations or personnel of the school district, he or she should file the complaint with the principal, superintendent of schools, or president of the board of education, as set forth below:

Complaints about the operation, decisions, or personnel within a building should be filed with the principal of the building.

Complaints about the operations of the school district or a building principal should be filed with the superintendent of schools.

Complaints about the superintendent of schools should be filed with the president of the board of education.

A complainant should discuss the complaint informally with the appropriate administrator or the president of the board of education. If the matter cannot be resolved informally to the satisfaction of the complainant, he or she should file a formal complaint within seven calendar days of receiving the response to the informal complaint. All formal complaints should be filed on a school district complaint form and should include the following:

A detailed statement of the complaint, and the reasons for filing; a listing of all witnesses and documents which the complainant believes support the complaint;
The action or solution to the complaint which the complainant seeks; and the complainant's signature.

When a formal complaint has been filed with a principal or the superintendent, he or she shall respond in writing within five (5) working days of receipt of the written complaint.

When a formal complaint about the superintendent of schools has been filed with the president of the board of education, the board president shall refer the matter to the board of education for consideration at its next regular meeting. However, if a complainant files a formal complaint within seven calendar days of the board of education's next regular meeting, the board may defer the matter to a subsequent meeting.

A complainant who is not satisfied with a decision may appeal the decision by filing a written appeal with: the superintendent of schools, when the original complaint was filed with a principal; the board of education, when the original complaint was filed with the superintendent of schools. The board of education shall consider the appeal at its next regular meeting. However, if a complainant files the appeal within seven calendar days of the board of education's next regular meeting, the board may defer the matter to a subsequent meeting; and there is no appeal within the school system from a decision of the board of education.

A complainant must file an appeal of a decision within seven calendar days of receiving the decision appealed.

The superintendent of schools shall draft administrative procedures and forms to implement this policy.

Dress Code

The Board of Education expects student dress and grooming to be neat, clean and in good taste so that each student may share in promoting a positive, healthy, and safe atmosphere within the school district.

Student dress and grooming will be the responsibility of the individual and parents/guardians, within the following guidelines:

1. Dress and grooming will be clean and in keeping with health, sanitary and safety requirements.
2. All students must wear shoes, boots or other types of footwear.
3. Dress and grooming will not materially or substantially disrupt the educational environment.
4. Class activities that present a concern for student safety may require the student to adjust hair and/or clothing during the class period in the interest of maintaining safety standards.
5. Additional dress regulations may be imposed upon students participating in certain extra-curricular activities.

When, in the judgments of a principal, a student's appearance or mode of dress does not comply with the above criteria, the student may be required to make modifications.

Students are expected to present a "proper and appropriate" appearance and dress in a manner which will not disrupt the educational process. Any clothing that bears an advertisement or picture that is worn to school must be in good taste. No alcohol, tobacco or drug products advertised. The principal has the discretion to interpret what is proper and appropriate in his/her building and to handle cases of violation. Tank tops, see-through mesh tops, cut-away tops, and half shirts are inappropriate. Inappropriate dress for girls would include blouses which do not extend below the waist and halter tops. Shoes must be worn by all students on the school grounds. No hats are to be worn in school. Student's health and safety are always factors used in establishing dress guidelines. All clothing should be appropriate for the weather and season. Students will be allowed to wear shorts to school if they reach mid-thigh and are weather appropriate. No shorts or pants may be worn which sag in such a manner so as to reveal undergarments.

Dismissal

At the beginning of the year, all students that are a pick up, will receive 2 cards to write their students name and grade on. This is to help identify which parent/guardian go with which student. If you need more pick up cards please send a note with your student. When you are picking up your child at dismissal, please enter from Jost Street and follow the parent pickup route. There will be two pickup lanes and your student will be called out by a staff member and walked to your vehicle. Students riding the bus at the end of the day will exit the doors facing Starhawk Drive and go to their designated bus, which will be parked on Starhawk Drive. Walkers will exit the building by the door closest to their residence. Children should be picked up promptly at dismissal. Unless there is an emergency, children will not be allowed to wait in the office for pick-up.

In matters of divorce or custodial issues, custodial parents must provide a copy of a court order for the principal's office file if visitation is restricted.

Early Release of Students

Teachers are not authorized to release students to parents/guardians who come to the classroom. All students taken from the building during the regular school day must be signed out at the school office.

Emergency Procedures

The Following Are The Standard Evacuation Procedures:

- **Fire Evacuation:**
 1. Follow the general rules and the emergency evacuation map procedure posted in the classroom.
 2. Move at least 50 yards from the building to be safe from explosion.

- **Bomb Threat Procedure:**
 1. Follow the general rules and the procedures on the map. Remember to take no action until instructed to do so.
 2. If we must evacuate the building you will need to be 50 yards from the building.
 3. Look for suspicious-looking items as you leave and in your evacuation area. Report anything suspicious to your Evacuation Area Supervisor.

- **Tornado Drill:**
 1. All students go to the inside walls of the building as per the plans for tornado drill.
 2. Students must sit with knees drawn up and their head down with hands covering the back of the neck.
 3. The signal for severe weather or tornado drill will be a series of short rings on the bell system or announcement over the intercom.

- **Earthquake:**
 1. Drop and take cover under a table or desk.
 2. Turn away from windows.
 3. Stay under shelter until shaking stops.
 4. Listen for instructions.
 5. If outdoors, move to an open space away from buildings and overhead power lines. Lie down or crouch low to the ground.

- **Playground Evacuation:**

In the event that it becomes necessary to evacuate the playground area, the duty teachers will blow the whistle. Students will then quickly be lined up and brought inside.

Enrollment Policies

Any student who will be five years old before August 1 may enter kindergarten. Any student who will be six years old before August 1 may enter first grade.

Homework and Progress Reports

All school work is the student's responsibility. Occasionally, work assigned that day will not be completed at school. It is the student's responsibility to see that it is completed at home. Assignments that have not been turned in on time will receive a "0" grade after a 2 day grace period. Further disciplinary action may be taken if assignments are consistently not turned in on time.

Parents are encouraged to assist their child in accepting that responsibility by doing the following:

1. Check with your child each day to see if he/she has homework.
2. Provide a quiet place where the child can have privacy.
3. Have a special place where the completed work may be kept so the child can find it the next morning.
4. Remind your child to return it to school.
5. Set aside a special quiet time each evening for homework. If your child has no homework, spend that time reading with or to the child/children.

Progress Reports will be sent home with 1st through 4th grade students every three weeks. Kindergarten students will receive a progress report mid-quarter for the second, third and fourth grading periods. Quarterly Report Cards will be sent home with students to notify parents/guardians of academic and behavioral progress.

1st quarter ends October 14
2nd quarter ends December 21

3rd quarter ends March 10
4th quarter ends May 26

Report cards will not be sent for children who owe lunch money, have library books overdue, have missing or damaged textbooks, or who have incurred other fines/fees.

GRADING SCALE:

A	95-100	C	73-76
A-	90-94	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
C+	77-79	F	00-59

Inclement Weather

School may need to be dismissed due to weather, mechanical failure, or other emergencies that may arise. Once the decision to do so has been made, a Bright Arrow telephone call will be made to notify someone in your household. The announcement will also be made over St. Louis TV stations Fox 2, KMOV 4, KPLR 11, KDNL 30, and KSDK 5 and radio stations KTUI (1560 AM; 102.1 FM), KTTR (99.7 FM), and KZNN (105.3 FM). You may call 1-800-860 INFO for current information after 6:00 a.m. or check the district website warhawks.k12.mo.us. If it is necessary to dismiss school early, we will send the children home on the bus as usual unless notified of an alternate destination. A School Messenger text and call will also be provided for you at this time.

Individuals with Disabilities Education Act/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, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, 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 Crawford County R-I 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/intellectual disability, 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 Crawford County R-I 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 Crawford County R-I 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 an 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 Crawford County R-I 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 in the Crawford County R-I Special Services office from the hours of 9:00-3:00 Monday through Friday.

This notice will be provided in native languages as appropriate. LAST REVISED SEPTEMBER 14, 2007

Indoor Recess

If a child has a need to stay inside for recess due to illness, they must bring a note signed by a parent. These notes will be accepted on a day-to-day basis. If a child has a need to stay inside for longer than one day at a time, we will need to have a doctor's note stating they need to be kept inside. The fresh air and sunshine have a very positive effect on the children and if they dress warmly, there is no danger of them getting ill from recess. Usually if a child is too ill to go outside for this brief recess, they are too ill to be at school.

Recess Cold Weather Guidelines:

We intend to go outside everyday as long as the wind chill is above 17 degrees and there is no precipitation (we might go out if it is snowing as long as the play surface is safe).

Between 17 and 40 degrees, children must wear:

- Winter coat
- Closed shoes or boots
- Stocking caps and gloves are recommended

Between 41 and 50 degrees, children must wear:

- Winter coat or heavy jacket or sweatshirt/hoodie
- Closed shoes or boots
- Stocking caps and gloves are optional

Between 51 and 60 degrees, children must wear:

- Winter coat or heavy jacket or sweatshirt/hoodie
- Closed shoes or boots
- Stocking caps and gloves are optional

At any time the teacher may determine to have indoor recess depending on weather or personal wellness.

Lost and Found

The student's name should be written, stamped or sewn on all personal articles and books. We cannot stress enough the importance of this. Items that are found around the buildings and grounds are placed in the Lost and Found Box within the section of the cafeteria closest to the school entrance. Items of value should NOT be brought to school. Items lost in PE classes will be turned in to the PE office. Students may check with the PE teacher for lost articles.

Lunch/Meal Information and Prices

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, well-balanced meals are offered at reasonable prices. All students who eat at school will eat in the cafeteria. Students may buy their meals or bring their own lunch from home. No soda may be brought from home or purchased at school during school hours. Students are not permitted to exchange any food items with others.

We encourage you to pay for the full week on Monday of each week. The children will pay for breakfasts and lunches through their classroom teacher. This aids in our record keeping and reduces the possibility of having to charge a meal. LUNCH CHARGES should be held to a MAXIMUM OF ONE WEEK. Special permission should be obtained from the office for further consideration. Free and reduced lunch forms will be sent home with each student at the first of the school year or at parent teacher conferences (these forms must be filled out each year, one per family). Any checks written to pay for lunches must be written only for lunches; not to include book orders, lost books, etc.

Meal Prices are as follows:

Lunch Prices:	Grade K-4	\$2.10 per day	\$8.40 per week
	Reduced Lunches	\$.45 per day	\$1.80 per week
	Milk/Juice	\$.30 for extra	
Breakfast Prices:	Grade K-8	\$1.30 per day	\$5.20 per week

Reduced breakfast \$.35 per day \$1.40 per week

Meal Charge Policy

The following Meal Charge Policy is to be strictly enforced in every school.

- Full, Reduced & Free Meal Eligible Students will be allowed a maximum of \$10.00 in meal charges.
- A la Carte – Extra milk/juice: All Grade Levels/All Eligibilities, No charges will be allowed for any a la-carte/extra item at any grade level. No a la carte/extra item may be purchased (even with cash), if a student has a negative balance.
- All charging will stop two weeks prior to the last day of school.
- Students are not allowed to purchase another student's meal at any time.
- Due to new requirements for students, all ADULTS will be expected to use the same guidelines.
- There will be a \$10.00 charge for all returned checks.

Collection Procedures:

Lunch Account Balances will be sent home with every student that has a negative balance of \$8.00 or more in his/her account on the second and fourth Friday of the month. It is the responsibility of the parent and the student to make sure the parent receives the written notice from their child. This letter will state the account balance, the maximum allowable charge amount, and impending meals.

If the student has reached the maximum amount allowed for charges and payment has not been made, the Principal or designee of the building will attempt to contact the parent/guardian of the student to arrange payment plans, or discuss free and/or reduced eligibility options. The student will be notified prior to the lunch period to avoid embarrassment and confusion in the lunch line.

May Day

A May Day program is held each spring. The date is selected in the fall after testing dates are determined. The event involves both elementary and high school students. Second grade students participate in a series of songs and dances and third graders wind the May Pole. First grade students escort the Queen candidates. Notes and permission slips will go home with students with more information.

MOCAP

The Crawford County R-1 School District will provide access to virtual (online) coursework for students. Students and families that are interested in virtual coursework should contact their student's school counselor and inquire about our virtual program options and the Missouri Course Access Program (MOCAP) <https://mocap.mo.gov/>

Parent and Student Visitors

For the safety and security of guests, staff and students, all visitors are required to report to the elementary office upon arrival. At the office, visitors will sign in and receive a visitor badge. Upon departure, visitors should again return to the office to sign out. Parents are not only welcome, but are encouraged to visit Bourbon Elementary School. We ask that any parent desiring to visit the child's classroom or teacher, please contact the elementary office or teacher in advance to avoid any conflict with the classroom schedule.

Because it distracts from the normal flow of educational activities in the classroom, student guests are prohibited. Preschool age children are not permitted to visit Classrooms.

Parent Portal

ParentLink is now available through our student information system provider. It allows parents/guardians to view grades, attendance, and meal charges of children through a confidential internet connection.

Parent Teacher Conferences

Parent/Teacher conferences are scheduled for October 25 & 27, 2022 and February 27 & March 2, 2023. Your child's teacher will send home a sign up sheet closer to those dates.

Promotion and Retention of Students

The Crawford County R-I School District is committed to the continuous development of students enrolled in the district's schools, and for a student's achievement of the skills for the current grade assignment necessary to pass successfully to the next grade level. Students will normally progress annually from grade to grade. Retentions may be considered when, in the judgment of the professional staff, it is in the best interest of the students involved.

Parents/Guardians will receive prior notification and explanation concerning the retention. However, the final decision will rest with the school administration.

Parents will be notified of academic problems based on three week progress reports and quarterly report cards and/or when the teacher has a concern. Teachers will provide suggestions to parents to assist in overcoming the student's difficulties. Remediation such as tutoring, extended learning day, and summer school are often recommended. Parents are encouraged to contact teachers to discuss student progress and ask questions.

School Activities

We invite you to attend school activities whenever possible. This enables you to become more involved with the school and lets your child know that you are interested in what is being done.

Some of our elementary activities are: PTO meetings, Open House, Parent-Teacher Conferences, Preschool Spring Sing, May Day Program, Field Day and Family Fun Nights.

Each classroom is permitted three parties during the year. These parties will occur in October, December, and February. Room parents will be chosen and will be in charge of organization of refreshments and games for each party. The District Wellness Plan will be followed regarding snack selections.

School Counselor

A school counselor is available to address the concerns of students, teachers or parents/guardians. The counselor works to facilitate each student's success by supporting and consulting with individual teachers and administration, by collaborating and communicating with parents and families, by providing appropriate individual and group counseling, by providing classroom guidance and by making appropriate contacts and referrals to community service

agencies. The counselor also works with the administration and teachers to plan and implement the standardized testing program.

School Pictures

Price lists will be sent home with your child the week before pictures are taken. Fall and Spring pictures must be paid for at the time they are taken. A Fall make-up/retake day will be announced following disbursement of picture packets. Retakes will be permitted only when original pictures are returned intact. No retakes of spring pictures will be taken.

School Trips

Students participating in a field trip or other school-related function must remember that they are representing Bourbon Schools and will adhere to the same rules of conduct as they would at school. Permission slips are required of each student so the parents will know where their children will be and accept responsibility for them being there. All students participating in field trips must ride the bus to and from the activity. Children not involved in the class activity will not be allowed to ride the bus. A field trip is a special day set aside for each specific grade level; therefore, we ask that no siblings accompany chaperones on the trip. Only grade level students, teachers, and chaperones will be included in reservations. Since chaperones are role models for the students, no smoking or consumption of alcoholic beverages by chaperones will be permitted on school-sponsored outings. Chaperones must have a current approved background check on file to attend. Background checks must be completed annually.

Special Support Services

Any academic problems a child may have might be corrected if we can give it immediate attention. Support services offered at Bourbon Elementary include: Special Education, Title 1, Reading Recovery, Early Literacy and Counselor. If you feel your child may qualify for placement in one of these special programs, talk with your child's classroom teacher and/or the Director of Special Programs.

School Volunteers

We appreciate our valuable volunteers.

The process for obtaining background clearances to visit classrooms, assist on school field trips, or volunteer at school is as follows:

1. Visit the Family Care Safety Registry
 - a. <https://healthapps.dhss.mo.gov/BSEES/Main.aspx?sk=SK1736465984>
2. Click on the Registration Tab and review the information How to Register
3. Complete online registration or mail a registration form to the address shown
 - a. It will appear you are registering as a worker, that is okay you are a volunteer which falls under the worker category
 - b. The cost for online registration is \$14.00 plus the processing fee of \$1.25, the cost for mail in registration is \$14.00
4. Once your registration is submitted, the Missouri Department of Health and Senior Services will complete the background check and send a letter to you confirming your clearance.
5. Once your clearance letter from MDHSS is received, please bring that to the school office of your child. A copy of your letter will be made by the secretary to keep on file.

6. Valli Ertl at Central Office will verify with MDHSS your clearance and then include your name on our approved list of District volunteers at which time you will be free to participate in the school events noted above.

All volunteers, chaperones and Room Parents should sign in at the office and receive a visitor's badge.

Technology Use-Terms and Conditions

Internet and email access are coordinated through Missouri Research and Education Network or MOREnet, a state-supported network. The Crawford County R-I School District has entered into an agreement with MOREnet to provide these services to the students and staff of the District. Many of the stipulations in this agreement are necessary to maintain our relationship with MOREnet.

Access to e-mail and the Internet will enable individuals to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Parents should be warned that some material accessible through the Internet might be objectionable. Our intent is to make the Internet and e-mail available to further the educational goals and objectives of this district. Filtering software and close student supervision are the methods used at Crawford County R-I Schools to restrict student access to these objectionable materials. However, it is impossible to control all materials and students may discover controversial material. We believe that the information and interaction provided through the network/Internet outweigh this disadvantage.

Students will receive instruction on the proper use of the computer, local network, and Internet by a classroom teacher. This Computer, Network, Internet, and E-mail agreement will be reviewed in class. The decision to allow students to access the varied resources rests with the parents or guardians. Students will not be allowed to use the Internet or e-mail services provided by the school without a signed permission form from their parent/guardian.

The smooth operation of the network relies upon the proper conduct of the users who must abide to the following guidelines.

Acceptable Use: The purpose of your access to the computer, the local network, and the Internet is to support the learning objectives listed in the district's curriculum guides.

The following uses of school-provided computer hardware, software, network, and Internet/Email access are not permitted:

- to access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
- to access non-educational Internet sites not clearly related to a class assignment or project without express permission from a teacher in attendance (wrestling, weapons, MTV, WWF, Rapper, or TV-related sites);
- to transmit obscene, abusive, sexually explicit, or threatening language;
- to share any objectionable material accessed accidentally with other students;
- to violate any local, state, or federal statute;
- to vandalize, damage, or disable the district's computers or network;
- to vandalize, damage, or disable the property of another individual or organization;
- to access another individual's materials, information, or files;

to violate copyright or otherwise use the intellectual property of another individual or organization without permission;
to use another person's network account or password;
to harass, insult or attack others;
to access any "free" internet e-mail account on school computers;
to transmit chain letters (either creating or passing on);
to access "chat rooms";
to intentionally waste limited resources (e.g. excessive printing);
to use the network for commercial purposes (advertising sales, etc...); and
to use any type of "instant message" service such as MSN Messenger or Novell on the local network.

Privileges: The use of the computer, local network, and the Internet is a privilege, not a right. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Inappropriate use will result in a loss of those privileges for a period of not less than one week. Repeated or severe infractions may result in a permanent loss of privileges. Building principals may determine that other disciplinary action should be taken in addition to the loss of privileges.

Security: Security on a computer system is a high priority. Passwords are important.

Do not share your password with others.

Change your password often.

Do not attempt to use other people's accounts or passwords.

Log out when you are finished.

Create good passwords:

Do not use spaces.

Use at least 5 characters.

Use a mix of capital letters and lowercase letters.

Use special characters and numbers.

Make your password something you can remember.

Safety: Students will be encouraged to follow safety guidelines when communicating online. No student work or photograph will be placed on the school's website without parental permission. No last names, telephone numbers, or addresses will be published with the student's work or photograph.

Telephone/Personal Electronic Devices

Student use of the telephone is to be approved by the office. Students should make necessary calls before or after school if possible. Students are NOT to use cell phones to make calls for any reason during the school day.

The office will cooperate with parents and guardians to get messages to pupils during school hours, primarily during lunch period or between classes. However, calls for pupils during school hours are disturbing to the school routine. Messages will be written down and posted for the pupil.

Students are prohibited from using personal electronic devices while at school except as provided in this policy.

No K-12 student may use or possess during the school day cell phones or personal music players or other electronic devices such as game players. No exceptions without administrative approval.

Students shall be personally and solely responsible for the security of their personal electronic devices. The district is not responsible for theft, loss or damage of such electronic devices.

Students who violate this policy will have their electronic devices confiscated immediately. The administration will return confiscated devices to the parent/guardian each time a violation occurs. Students who repeatedly violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including detentions and suspensions.

Transportation Changes

Bus riders will be limited to only two pickup and drop off locations. If your child needs a Transportation Change form issued to ride to their secondary stop, please send a note with him/her that morning. This note should include the child's full name, teacher's name, date, physical location of the destination, and parent's signature. If there is an emergency and you need to change transportation arrangements during the day, please call the school as early in the day as possible.

Please make a special effort to call the school 2 hours before the end of the day with these transportation changes. This will allow us time to get the forms to the students before they are released from classes.

Truancy

Truancy is defined as deliberate absence from school on the part of the student, with or without the knowledge of the parent and for which no justifiable excuse is given. Truancy includes a student being in the hall, restroom or gym without the teacher's knowledge or permission. It is a law of the State of Missouri that "every parent, guardian or other child to attend regularly some day school, public, private, parochial or parish, not less than the entire time the school which the child is in session." A truant student is subject to proper disciplinary action. Continued truancy may result in suspension or expulsion from school. In addition, the proper authorities will be notified.

Withdrawal or School Transfer

A pupil withdrawing from school should bring to the office a written request from parents giving the date of departure and destination. All textbooks should be returned to the appropriate class and all library books turned into the library. All meal fees, if applicable, must be paid in full. If any books are damaged or missing, the student will be charged a fee. In the event that a child moves to a different district, Crawford County R-I district personnel will transfer student records, including discipline records, to the district in which the student is seeking to enroll

Section III: Positive Behavior Intervention and Support (PBIS) and Discipline



The Starhawk Way



What is SW-PBS?

School-wide Positive Behavior Support, or SW-PBS, is a process for creating safer and more effective schools by structuring the learning environment to support the academic and social success of all students. The process supports the adoption and long-term implementation of efficient and effective discipline throughout the school environment. SW-PBS methods are research-based and proven to significantly reduce the occurrence of problem behaviors in schools.

Key Features:

1. Administrative leadership
2. Team-based implementation
3. A clear set of defined positive expectations and behaviors
4. Teaching of expected behaviors
5. Recognition of meeting expected behaviors
6. Monitoring and correcting errors in behaviors
7. Using data-based information for decision-making, monitoring, and evaluation

Structure of SW-PBS

School-wide Positive Behavior Support is a proactive approach based on a three-tiered model of prevention and intervention. It includes universal prevention through employing school-wide systems of actively teaching and reinforcing appropriate social skills and behavior, using consistent systems to discourage inappropriate behavior, and educating all staff in how to implement and participate in the process. Teachers will teach, model, and practice each of the school-wide behavioral expectations and teach and reteach these expectations throughout the year as needed. In addition, staff members are taught how to collect and utilize data for effective decision-making regarding the social skills and behavior instruction in their school.

Bourbon Elementary School Expectations and Goals

The SW-PBS expectations at Bourbon Elementary School are designed to (1) provide a clear understanding of expected student behavior, (2) be few in number, (3) be positively stated and structured, (4) use familiar language, and (5) include example behaviors defined for purposes of instruction. These expectations are defined as “The Starhawk Way.”

The Starhawk Way Mission Statement

At Bourbon Elementary, all students, staff and families will be respectful, be responsible and safe.

The Starhawk Way

As a student at Bourbon Elementary School, I will follow The Starhawk Way and Be Respectful, Be Responsible, and Be Safe.

Bourbon Elementary School Wide Expectations Matrix

	All Settings	Classroom	Bus	Hallway	Cafeteria	Bathroom	Playground	MP-Room Assemblies	Library	Morning Arrival	Afternoon Dismissal
Be Respectful	<ul style="list-style-type: none"> -Use Kind Words -Use Correct Voice Levels -Show Respect to People and Property 	<ul style="list-style-type: none"> -Raise Hand For Help -Be A Good Listener -Use Supplies Wisely 	<ul style="list-style-type: none"> -Keep the Bus Clean -Listen to Bus Drivers -Voice Level 0-1 	<ul style="list-style-type: none"> -Walk Quietly -Voice Level 0 	<ul style="list-style-type: none"> -Follow Voice Level Instructions -Eat ONLY Your Food -Be Kind to Staff 	<ul style="list-style-type: none"> -Give Others Privacy -One Person in a Stall 	<ul style="list-style-type: none"> -Take Turns -Use Manners 	<ul style="list-style-type: none"> -Voice Level 0 	<ul style="list-style-type: none"> -Enter Quietly -Voice Level 0 -Listen to Librarians 	<ul style="list-style-type: none"> -Voice Level 0-1 	<ul style="list-style-type: none"> -Walk on Sidewalks -Stay on Sidewalks
Be Responsible	<ul style="list-style-type: none"> -Keep School Neat & Clean -Listen to Teacher -Accept Consequences of Your Behavior 	<ul style="list-style-type: none"> -Be Prepared -Complete Assignments & Turn in on Time -Be on Task -Clean Up 	<ul style="list-style-type: none"> -Take All Your Belongings -Watch for Your Stop 	<ul style="list-style-type: none"> -Return to Class Promptly -Short, Straight, Silent 	<ul style="list-style-type: none"> -Clean Up Tables & Floors -Choose Your Seat Quickly -Place Paper in Trash 	<ul style="list-style-type: none"> -Quick, Clean, Quiet -Put Paper Towels in Trash -Keep Water in Sink -Flush -Return to Class Promptly 	<ul style="list-style-type: none"> - If Someone Bothers You... 1. Say "Please Stop" 2. Ignore or Walk Away 3. Get Help from a Teacher -Line up When Whistle Blows 	<ul style="list-style-type: none"> -Talk Only When Allowed 	<ul style="list-style-type: none"> -Bring AR Levels -Return Book On Time -Check Out in Your Level 	<ul style="list-style-type: none"> -Go Directly to Breakfast or MP Room -Be On Time 	<ul style="list-style-type: none"> -Go Directly to Your Bus or Parent Pick-up
Be Safe	<ul style="list-style-type: none"> -Keep Hand & Feet to Self -Be Where You Belong -Walking Feet 	<ul style="list-style-type: none"> -Stay in Seat -Maintain Personal Space -Keep Walkway Clear 	<ul style="list-style-type: none"> -Remain Seated -Face Forward -Keep Aisle Clear 	<ul style="list-style-type: none"> -Hands At Sides -Walk on the Right -Eyes & Feet Forward 	<ul style="list-style-type: none"> -Report Spills -Stay in Seat -Eyes & Feet Forward in Line 	<ul style="list-style-type: none"> -Walk -Wash Hands with Soap & Water 	<ul style="list-style-type: none"> -Use Equipment as Instructed -Stay in Your Area 	<ul style="list-style-type: none"> -Criss-Cross Applesauce -Walk to Enter & Exit 	<ul style="list-style-type: none"> -Walk -Use Sticks Correctly -Chair Legs on the Floor 	<ul style="list-style-type: none"> -Walk Into the Building -Backpack on Back 	<ul style="list-style-type: none"> -Remain with Teachers until Dismissed -Backpack on Back

5

Mr.Bozic's List of STARHAWK Responsibilities

- S Say something nice to at least one person each day!
- T Treat others around you with respect. Give others the treatment you expect in return
- A Accept others' opinions and friendships. You don't always have to agree to be agreeable.
- R Remember that learning is why we're here. Share your thoughts and ideas with your teachers, friends, and family.
- H Help others to remember to keep hands, feet, and all other objects to themselves by remembering the rule yourself.
- A Always be a positive peer for those around you and lead friends in the right direction
- W We are all responsible for our own actions. Think before you act.
- K Keep in mind that some areas of the building require a quiet voice. Those areas include: hallways, restrooms, offices, cafeteria, library, and sometimes your classroom.

Safe Schools Act

Each district must develop a written discipline policy that defines "acts of school violence" or "violent behavior", and includes a provision regarding weapons. "Acts of violence" or "violent behavior" is defined as "the exertion of physical force by a student with the intent to do serious bodily harm ...to another person while on school property, including a school bus in service on behalf of the district, or while involved in school activities." The policy must require that school administrators report acts of school violence to district employees with a "need to know." "Need to know" employees include "school personnel who are directly responsible for the student's education or who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties."

The policy must provide for the suspension of not less than one year or expulsion for a student who brings a weapon to school. The term "school" includes, but is not limited to, a school playground, school parking lot, school bus, or a school activity on or off school property. The term "weapon" shall mean "firearm" as defined under 18 U.S.C. 921 and items as defined in § 571.010 RSMo. The policy may allow an unloaded Civil War weapon to be brought up on school grounds for instructional purposes. The superintendent may modify a weapons suspension on a case-by-case basis, and a district may provide alternative education to a student who violates the weapon provision.

18 U.S.C. 921 The term "firearm" means (A) any **weapon** (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of **an** explosive; (B) the frame or receiver of any such **weapon**; (C) any firearm muffler or firearm silencer; or (D) any destructive device (does not include **an** antique firearm) The term

"destructive device" means –

- (A) any explosive, incendiary, or poison gas -
 - (i) bomb,
 - (ii) grenade,
 - (iii) rocket having a propellant charge of more than four ounces,
 - (iv) missile having **an** explosive or incendiary charge of more than one-quarter ounce,
 - (v) mine, or
 - (vi) device similar to any of the devices described in

The preceding clauses;

- (B) any type of **weapon** by whatever name known which will, or which may be readily converted to, expel a projectile by the action of **an** explosive or other propellants, and which has any barrel with a bore of more than one-half inch in diameter; and
- (C) any combination of parts either designed or intended for use in converting any device into any destructive device described in subparagraph (A) or (B) and from which a destructive device may be readily assembled.

The term "destructive device" shall not include any device which is neither designed nor redesigned for use as a *weapon*; any device, although originally designed for use as a *weapon*, which is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device; surplus ordnance sold, loaned, or given by the Secretary of the Army pursuant to the provisions of sections 4684(2), 4685, or 4686 of title 10; or any other device which the Attorney General finds is not likely to be used as a *weapon*, is an antique, or is a rifle which the owner intends to use solely for sporting, recreational or cultural purposes.

Items defined in Section 571.010 Mo.Rev.Stat.:

- (a) blackjack**
- (b) concealable firearm**
- (c) explosive weapon**
- (d) firearm**
- (e) firearm silencer**
- (f) gas gun**
- (g) knife - dagger, dirk, stiletto, or bladed hand instrument**
- (h) knuckles**
- (i) machine gun, rifle, shotgun, spring gun**
- (j) projectile weapon (including stunning devices)**
- (g) switchblade knife**

The term "weapon" may also include other weapons in addition to those listed above. Weapon provision requires policy to mandate suspension for a period of not less than one year (i.e. 365 calendar days) or expulsion of a student who is determined to have brought a weapon to school in violation of district policy.

Any student who is suspended for violation of a Safe Schools Act offense shall not be allowed within 1000 feet of any public school property unless residing within that distance or given prior permission by school district officials.

The policy must also require school administrators to report the following acts occurring on school property, on a school bus, or during school activities to law enforcement: first and second-degree murder, kidnapping, first and second-degree assault, forcible rape, forcible sodomy, first and second-degree burglary, first-degree robbery, distribution of drugs, distribution of drugs to a minor, arson, voluntary and involuntary manslaughter, sexual assault, felonious restraint, property damage, the possession of a weapon, child molestation in the first degree, deviate sexual assault, sexual misconduct involving a child, or sexual abuse. The policy must require that any portion of a student's IEP that is related to potentially violent behavior be provided to any "need to know" school personnel.

Student Discipline

The students' Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of district schools. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law. No code can be expected to list each and every offense that may result in the use of disciplinary actions. However, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a specific

penalty. Note: Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this discipline matrix.

The administrative staff shall be allowed to exercise their own judgment in the administration of disciplinary options set forth under this student discipline code policy. Some violations of school rules and regulations fall under two or more categories of the disciplinary code. The administrative staff shall decide under which category it may be placed. Note: The term detention includes any before school hours, after school hours or during school hours, including evenings and weekends.

Some violations of school rules and regulations fall under two (2) or more categories of the disciplinary code. The administrative staff shall decide under which category it may be placed.

The following are descriptions of prohibited conduct (Types of Behavior) as well as potential consequences (Corrective Discipline) for violations. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age of students in the building. Corrective Discipline will be administered based on the severity of the incident.

It is the policy of the Crawford Co. R-I School District to report all crimes occurring on district property to law enforcement including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF.

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 days or expulsion of any student who the district is aware is under the jurisdiction of the court.

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law and policy JGF.

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

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

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

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

As with any absence, absences due to an out-of-school suspension may result in the student earning a lower grade in accordance with the district's policy on absences.

The term detention includes any before school hours, after school hours, or during school hours, including evenings or weekends.

ANY MISBEHAVIOR NOT MENTIONED IN THIS POLICY WILL BE LEFT TO THE JUDGMENT OF THE PRINCIPAL.

BES Student Discipline Matrix

Types of Behavior	Corrective Action
<p>Academic Dishonesty Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.</p>	<p><u>First Offense</u> - No credit for the work, test or project. <u>Second Offense</u> - No credit for the work, test or project and 1-3 days Lunch Detention. <u>Subsequent Offense</u> - No credit for the work, test or project, 2-3 days Detention.</p>
<p>Arson Starting or attempting to start a fire, or causing or attempting to cause an explosion.</p>	<p>Kindergarten - Fourth Grade First Offense: 5-10 days out-of-school suspension or expulsion, notification to law enforcement officials and documentation in the student's discipline record. Subsequent Offense: 11-180 days out-of-school suspension or expulsion, notification to law enforcement officials and documentation in student's discipline record.</p>
<p>Assault Using physical force, such as hitting, striking or pushing, to cause or attempt to cause</p>	<p>Kindergarten - Fourth Grade</p>

<p>physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.</p>	<p>First Offense: Three (3) days lunch detention, or possible 1-3 days in-school suspension. Conference w/parents. Second Offense: 3-5 days in-school suspension. Conference w/parents. Third Offense: 5-10 days in-school suspension. Conference w/parents. <u>Subsequent Offenses</u> - Conference with principal; Conference with parents; 2-5 days Academic Reassignment (ISS); 1-10 days out of school suspension (OSS) by Principal and/or up to 180 days Out of School Suspension (OSS) or expulsion by Superintendent and/or School Board; notify proper authorities.</p>
<p>Bullying and Cyberbullying (see Board policy JFCF) Intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written or electronic communication, including name-calling, put-downs, extortion or threats; or threats of reprisal or retaliation for reporting such acts. Cyberbullying is a form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager.</p>	<p>Kindergarten - Second Grade First Offense: Conference and apology to the other party involved. Loss of privilege. Parents notified. Second Offense: Three (3) days lunch detention, or possible 1-3 day in-school suspension. Conference with parents. Third Offense: 1-5 days after school detention, academic reassignment or suspension (possible 10-180 days out-of-school suspension, or expulsion and possible documentation in student’s discipline record.</p> <p>Third - Fourth Grade First offense: Detention to 1-3 days academic reassignment; parent conference Second offense - 1-5 days academic reassignment; 1-5 days out of school suspension Third Offense: 1-5 days after school detention, academic reassignment or suspension (possible 10-180 days out-of-school suspension, or expulsion and possible documentation in student’s discipline record.</p>
<p>Bus or Transportation Misconduct (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,</p>	<p>Kindergarten - Fourth Grade 1st offense - Bus driver warning-contact by driver 2nd offense - Bus driver warning-contact by Bus Supervisor 3rd offense - 1-2 days bus suspension 4th offense - 1-5 days bus suspension</p>

<p>transportation privileges may be suspended or revoked.</p>	<p>5th offense - 5-10 days bus suspension 6th offense - Referral to Superintendent for removal the remainder of the school year.</p>
<p>Chronic Failure to Complete Work Failure to complete classroom or homework assignments.</p>	<p>Kindergarten - Fourth Grade <u>First Offense</u> - Parent/Teacher/Administrator Conference <u>Second Offense</u> - Conference or phone call with parent; 1-2 days Detention <u>Third Offense</u> - Conference or phone call with parent; 2-3 days Detention; 1-2 days Academic Reassignment (ISS) <u>Subsequent Offenses</u> - Conference with parent; 1-5 days Academic Reassignment (ISS) to complete work</p>
<p>Dishonesty Any act of lying, whether verbal or written, including forgery.</p>	<p>Kindergarten - Second Grade <u>First Offense</u> - Conference with principal; nullification of document if appropriate; walk laps at recess <u>Second Offense</u> - Conference or phone call with parent; nullification of document if appropriate; 1 day After School Detention <u>Third Offense</u> - Conference or phone call with parent; nullification of document if appropriate; 2 days After School Detention <u>Subsequent Offenses</u> - Conference with parent; nullification of document if appropriate; 1-5 days After School Detention; ½-1 day Academic Reassignment (ISS) Third - Fourth Grade <u>First Offense</u> - Conference with principal; nullification of document if appropriate: 1 day After School Detention <u>Second Offense</u> - Conference or phone call with parent; nullification of document if appropriate; 2 days After School Detention <u>Third Offense</u> - Conference or phone call with parent; nullification of document if appropriate; 3 days After School Detention <u>Subsequent Offenses</u> - Conference with parent; nullification of document if appropriate; 1-5 days After School Detention; 1-5 days Academic Reassignment (ISS)</p>
<p>Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal</p>	<p>Kindergarten - Second Grade <u>First Offense</u> - Conference with principal;</p>

<p>harassment or discrimination is involved) Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, 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.</p>	<p>Conference with parent; 1-3 days Lunch Detention <u>Second Offense</u> - Conference with principal; Conference with parent; 1-3 days After School Detention <u>Third Offense</u> - Conference with principal; Conference with parent; 2-3 days After School Detention; 1-3 days Academic Reassignment (ISS) <u>Subsequent Offenses</u> - Conference with principal; Conference with parent; 2-5 days Academic Reassignment (ISS); 1-10 days out of school suspension (OSS) by Principal and/or up to 180 days Out of School Suspension (OSS) or expulsion by Superintendent and/or School Board; notify proper authorities Third - Fourth Grade <u>First Offense</u> - Conference with principal; Conference with parent; 1-3 days After School Detention <u>Second Offense</u> - Conference with principal; Conference with parent; 2-5 days After School Detention; 1-3 days Academic Reassignment (ISS) <u>Third Offense</u> - Conference with principal; Conference with parent; 1-5 days Academic Reassignment (ISS) <u>Subsequent Offenses</u> - Conference with principal; Conference with parent; 2-10 days Academic Reassignment; 1-10 days Out of School Suspension (OSS) by Principal and/or up to 180 days Out of School Suspension (OSS) or expulsion by Superintendent and/or School Board, notify proper authorities</p>
<p>Drugs/Alcohol 1 (see Board policies JFCH and JHCD) Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.</p> <p>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,</p>	<p>Kindergarten - 4th Grade 1st offense - Loss of privileges, Detention, Academic Reassignment, or 1-180 Days Out-of-School Suspension 2nd/+ offense - Detention, Academic Reassignment, 1-180 Days Out-of-School Suspension, or Expulsion</p> <p>1st offense - Loss of Privilege, Detention, Academic Reassignment, or 1-180 Days Out-of-School Suspension</p>

<p>including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.</p> <p>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(c) of the Controlled Substances Act.</p>	<p>2nd/+ offense - Detention, Academic Reassignment, 11-180 Days Out-of-School Suspension, or Expulsion</p> <p>1st offense - Detention, Academic Reassignment, 1-180 Days Out-of-School Suspension, or Expulsion</p> <p>2nd/+ offense - Academic Reassignment, 11-180 Days Out-of-School Suspension, or Expulsion</p>
<p>Extortion Threatening or intimidating any person for the purpose of obtaining money or anything of value.</p>	<p>Kindergarten - Second Grade <u>First Offense</u> - Conference with principal; Restitution; notify parent; 1-3 days lunch detention <u>Second Offense</u> - Conference with parent; Restitution; notify proper authorities; 1- 3 day After School Detention <u>Third Offense</u> - Conference with parent; notify proper authority; 1 day Academic Reassignment (ISS) <u>Subsequent Offenses</u> - Conference with parent; notify proper authority; up to 3 days Academic Reassignment or Out of School Suspension (OSS) Third - Fourth Grade <u>First Offense</u> - Principal/student conference, in-school suspension, or 1-10 days out-of school suspension. <u>Subsequent Offense</u> - In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.</p>
<p>Failure to Care for or Return District Property Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.</p>	<p>Kindergarten - Fourth Grade <u>First Offense</u> - Conference or phone call with parent; restitution by student/parent; 1- 3 days lunch detention <u>Second Offense</u> - Conference or phone call with parent; restitution by student/parent; 2 days after school detention <u>Third Offense</u> - Conference or phone call with parent; restitution by student/parent; 1-3 days academic reassignment</p>

	<p><u>Subsequent Offenses</u> - Conference with parent; restitution by student/parent; 1-5 days Academic Reassignment (ISS)</p>
<p>Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, “Conditions of Suspension, Expulsion and other Disciplinary Consequences.” As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student’s presence is disruptive to the education process or undermines the effectiveness of the district’s discipline policy.</p>	<p>Kindergarten - Fourth Grade <u>First Offense & Subsequent Offenses</u> Additional days will be added to the original disciplinary consequences or additional consequences will be assigned.</p>
<p>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 or disturbing people, disrupting the educational environment or causing the evacuation or closure of district property.</p>	<p>Kindergarten - Second Grade <u>First Offense</u> - Principal/student conference. Contact resource officer. Lunch Detention. Parents notified. <u>Second Offense</u> - Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.</p> <p>Third - Fourth Grade <u>First Offense</u> - 10 days out-of-school suspension with recommendation to superintendent for additional days of suspension. Parent conference before student may re-enter school <u>Second Offense</u> - Expulsion. Possible restitution.</p>
<p>Fighting (see also, "Assault")</p>	<p>Kindergarten - Second Grade</p>

<p>Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.</p>	<p>First Offense: Three (3) days lunch detention, or possible 1-3 days in-school suspension. Conference w/parents. Second Offense: 3-5 days in-school suspension. Conference w/parents. Third Offense: 5-10 days in-school suspension. Conference w/parents. Third - Fourth Grade <u>First Offense</u> - 2-5 days out of school suspension. Removal from school that day. Parents notified <u>Second Offense</u> - 5-10 days out of school suspension. Removal from school that day. Parent conference before students may re-enter school. Possible recommendation to suspend for longer Refer to Superintendent for long term suspension or expulsion</p>
<p>Gambling Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.</p>	<p>Kindergarten - Second Grade <u>First Offense</u> - Conference with principal; notify parent; lunch detention <u>Second Offense</u> - Conference with parent; 1 day after school detention <u>Third Offense</u> - Conference with parent; 2 days after school detention <u>Subsequent Offenses</u> - Conference with parent; ½-1 day Academic Reassignment (ISS) Third - Fourth Grade <u>First Offense</u> - Conference with principal; notify parent; 1 day After School Detention <u>Second Offense</u> - Conference with parent; 2 days After School Detention <u>Third Offense</u> - Conference with parent; 3 days After School Detention, Friday Night School <u>Subsequent Offenses</u> - Conference with parent; 1-5 days Academic Reassignment (ISS)</p>
<p>Harassment 1, including Sexual Harassment (see Board policy AC) Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening,</p>	<p>Kindergarten - Second Grade <u>First Offense</u> - Conference and apology to the party involved. Parents notified. <u>Second Offense</u> - Three (3) days lunch detention, or possible 1-3 days in-school suspension. Conference with parents. <u>Third Offense</u> - 3-5 in-school suspension. Conference with parents. <u>Subsequent Offenses</u> - Academic Reassignment and possible Out of School Suspension (1-10 days) and/or up to 180 days Out of School</p>

<p>intimidating or hostile acts based on a protected characteristic</p> <p>Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.</p>	<p>Suspension (OSS) or expulsion by Superintendent and/or School Board, notify proper authorities.</p> <p>Third - Fourth Grade</p> <p><u>First Offense</u> - Up to 5 days Academic Reassignment. Parent conference before the student may re-enter.</p> <p><u>Second Offense</u> - Up to 5 days Out of school suspension. Parent conference before the student may re-enter.</p> <p><u>Third Offense</u> - 10 days suspension Refer to Superintendent for long term suspension</p> <p><u>Subsequent Offenses</u> - 10 days out-of-school suspension with recommendation to superintendent for additional days. Possible expulsion</p>
<p>Hazing (see Board policy JFCF)</p> <p>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, affliction, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity. Hazing may occur even when all students involved are willing participants.</p>	<p>Kindergarten - Second Grade</p> <p><u>First Offense</u> - Conference with principal; conference with parent; written apology; Lunch Detention</p> <p><u>Second Offense</u> - Conference or phone call with parent; written apology; 1 day After School Detention</p> <p><u>Third Offense</u> - Conference or phone call with parent; written apology; 2 days After School Detention</p> <p><u>Subsequent Offenses</u> - Conference with parent; ½-1 day Academic Reassignment (ISS), Friday Night School</p> <p>Third - Fourth Grade</p> <p><u>First Offense</u> - Conference with principal; phone call to parent; written apology; 1-3 days lunch detention</p> <p><u>Second Offense</u> - Conference or phone call with parent; written apology; 1-3 days after school detention</p> <p><u>Third Offense</u> - Conference or phone call with parent; written apology; 1-5 days Academic Reassignment (ISS)</p> <p><u>Subsequent Offenses</u> - Conference with parent; 1-5 days Out of School Suspension (OSS)</p>
<p>Inappropriate Physical Contact</p> <p>Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a</p>	<p>Kindergarten - Second Grade</p> <p><u>First Offense</u> - Conference and apology between parties involved. Loss of privilege. Parents notified.</p> <p><u>Second Offense</u> - Conference with principal; Conference with parent; 1-3 days Lunch</p>

<p>grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third degree.</p>	<p>Detention <u>Third Offense</u> - 1-3 days Academic Reassignment. Conference w/parents. <u>Subsequent Offenses</u> - Conference with principal; Conference with parent; 2-5 days Academic Reassignment (ISS); 1-10 days Out of School Suspension (OSS) by Principal and/or up to 180 days Out of School Suspension (OSS) or expulsion by Superintendent and/or School Board; notify proper authorities Third - Fourth Grade <u>First Offense</u> - Conference with principal; Conference with parent; 1 day detention <u>Second Offense</u> - Conference with principal; Conference with parent; 2-3 days detention <u>Third Offense</u> - Conference with principal; Conference with parent; 1-5 days Academic Reassignment (ISS) <u>Subsequent Offenses</u> - Conference with principal; Conference with parent; Friday Night School; 2-10 days Academic Reassignment; 1-10 days Out of School Suspension (OSS) by Principal and/or up to 180 days Out of School Suspension (OSS) or expulsion by Superintendent and/or School Board, notify proper authorities</p>
<p>Incendiary Devices or Fireworks Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.</p>	<p><u>First Offense</u> - Confiscation; conference with principal; 1 day After School Detention <u>Second Offense</u> - Confiscation; conference with parent; 2 days After School Detention <u>Third Offense</u> - Confiscation; conference with parent; 1 day Academic Reassignment (ISS) <u>Subsequent Offenses</u> - Confiscation; conference with parent; 1-5 days Out of School Suspension (OSS)</p>
<p>Nuisance Items Possession or use of items such as toys, games, and portable media players that are not authorized for educational purposes.</p>	<p>Kindergarten - Second Grade <u>First Offense</u> - Confiscation; conference with principal; walk laps at recess <u>Second Offense</u> - Confiscation; conference or phone call with parent; 1 day Lunch Detention <u>Third Offense</u> - Confiscation; conference or phone call with parent; 1-3 days Lunch Detention <u>Subsequent Offenses</u> - Confiscation; conference with parent; 1-3 days After School Detention Third - Fourth Grade <u>First Offense</u> - Confiscation; conference with</p>

	<p>principal; Loss of Privilege <u>Second Offense</u> - Confiscation; conference with parent; 1-3 Days Lunch Detention <u>Third Offense</u> - Confiscation; conference or phone call with parent; 1-3 Days Academic Reassignment (ISS)</p>
<p>Possession of a Harmful Device: Possession of a device that could be considered harmful such as water balloons, toy guns, pocket knives (when they do not meet the definition of a weapon), or other devices that could be used to harm an individual.</p>	<p>Kindergarten - Fourth Grade <u>First Offense</u> - Confiscation; conference with the parent; 1 day After School Detention <u>Second Offense</u> - Confiscation; conference with the parent; 2-5 days After School Detention <u>Third Offense</u> - Confiscation; conference with the parent; 1-3 days Academic Reassignment (ISS) <u>Subsequent Offense</u> - 3-5 days Academic Reassignment (ISS); 1-2 days Out of School Suspension (OSS).</p>
<p>Public Displays of Affection Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.</p>	<p>Kindergarten - Second Grade <u>First Offense</u> - Conference with principal; walk laps at recess <u>Second Offense</u> - Conference with parent; 1-2 day After School Detention <u>3rd Offense</u> - Conference with parent; Friday Night School, ½-1 day Academic Reassignment (ISS) <u>Subsequent Offenses</u> - Conference with parent; 1-3 day Academic Reassignment (ISS) Third - Fourth Grade <u>First Offense</u> - Conference with principal; 1 day After School Detention <u>Second Offense</u> - Conference with parent; 2 days After School Detention <u>Third Offense</u> - Conference or phone call with parent; Friday Night School, 1 day Academic Reassignment (ISS) <u>Subsequent Offenses</u> - Conference with parent; 1-5 days Academic Reassignment (ISS)</p>
<p>Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Materials Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This</p>	<p>Kindergarten - Second Grade <u>First Offense</u> - Confiscation; conference with parent; walk laps at recess <u>Second Offense</u> - Confiscation; conference with parent; 1 day After School Detention <u>Third Offense</u> - Confiscation; conference with parent; 2-3 days After School Detention; Friday</p>

<p>prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.</p>	<p>Night School <u>Subsequent Offenses</u> - Confiscation; conference with parent; 3-5 days After School Detention; ½-1 day Academic Reassignment (ISS) Third - Fourth Grade <u>First Offense</u> - Confiscation; conference with parent; 1-3 day After School Detention <u>Second Offense</u> - Confiscation; conference with parent; 3-5 days After School Detention; 1-3 days Academic Reassignment (ISS) <u>Third Offense</u> - Confiscation; conference with parent; 3-5 days Academic Reassignment (ISS) <u>Subsequent Offenses</u> - Confiscation; conference with parent; 2-5 days Academic Reassignment; 1-5 days Out of School Suspension (OSS)</p>
<p>Sexual Activity Consensual acts of sex or consensual simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation.</p>	<p>Kindergarten - Fourth Grade <u>First Offense</u> - Conference with parent; notify proper authorities; 1-10 days Out of School Suspension (OSS) by Principal and/or up to 180 days Out of School Suspension (OSS) or expulsion by Superintendent and/or School Board <u>Subsequent Offenses</u> - Conference with parent; notify proper authorities, up to 180 days Out of School Suspension (OSS) or expulsion by Superintendent and/or School Board</p>
<p>Technology Misconduct (see Board policies EHB and KKB and procedure EHB-AP) 1. Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.</p>	<p>Kindergarten - Second Grade <u>First Offense</u> - Conference with parent; restitution by student/parent <u>Second Offense</u> - Conference with parent; restitution by student/parent; loss of user privileges for 1 week; 1 day After School Detention <u>Third Offense</u> - Conference with parent; restitution by student/parent; loss of user privileges for 30 days; 2 days After School Detention. <u>Subsequent Offenses</u> - Conference with parent; restitution by student/parent; loss of user privileges for a quarter; 3-5 days After School Detention; 1 day Academic Reassignment (ISS) Third - Fourth Grade <u>First Offense</u> - Conference with parent; restitution by student/parent; loss of user privileges for 30 days; 1 day After School Detention <u>Second Offense</u> - Conference with parent; restitution by student/parent; loss of user</p>

	<p>privileges for a quarter; 2 days After School Detention</p> <p><u>Third Offense</u> - Conference with parent; restitution by student/parent; loss of user privileges for a semester; Friday Night School</p> <p><u>Subsequent Offenses</u> - Conference with parent; restitution by student/parent; loss of user privileges for the school year; 1-5 days Academic Reassignment (ISS)</p>
<p>Technology Misconduct (see Board policies EHB and KKB and procedure EHB-AP)</p> <p>2. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other personal electronic devices during the regular school day, including, class change time, breakfast or lunch meal times or instructional class time, unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal.</p>	<p>Kindergarten - Fourth Grade</p> <p><u>First Offense</u> - Conference with parent; 1 day Detention</p> <p><u>Second Offense</u> - Conference with parent; 2-3 days Detention</p> <p><u>Third Offense</u> - Conference with parent; 1-3 days Academic Reassignment</p>
<p>Technology Misconduct</p> <p>3. Violations, other than those listed in (1) or (2) above, of Board policy EHB, procedure EHB-AP or any policy or procedure regulating student use of personal electronic devices.</p>	<p>Kindergarten - Fourth Grade</p> <p><u>First Offense</u> - Conference with parent; 1 day Detention</p> <p><u>Second Offense</u> - Conference with parent; 2-3 days Detention</p> <p><u>Third Offense</u> - Conference with parent; 1-3 days Academic Reassignment</p>
<p>Technology Misconduct (see Board policies KKB)</p> <p>4. Use of audio or visual recording equipment in violation of Board policy KKB.</p>	<p>Kindergarten - Fourth Grade</p> <p><u>First Offense</u> - Conference with parent; 1 day Detention</p> <p><u>Second Offense</u> - Conference with parent; 2-3 days Detention</p> <p><u>Third Offense</u> - Conference with parent; 1-3 days Academic Reassignment</p>
<p>Theft</p> <p>Theft, attempted theft or knowing possession of stolen property.</p>	<p>Kindergarten - Second Grade</p> <p><u>First Offense</u> - Conference with parent; restitution by student/parent; walk laps at recess</p> <p><u>Second Offense</u> - Conference with parent; restitution by student/parent; 1-3 days Lunch Detention</p>

	<p><u>Third Offense</u> - Conference with parent; restitution by student/parent; 1-3 Days Academic Reassignment</p> <p><u>Subsequent Offenses</u> - Conference with parent; restitution by student/parent; 3-5 days After School Detention; 1-10 days Academic Reassignment (ISS)</p> <p>Third - Fourth Grade</p> <p><u>First Offense</u> - Conference with parent; restitution by student/parent; 1-3 days Lunch Detention</p> <p><u>Second Offense</u> - Conference with parent; restitution by student/parent; 1-3 Days Academic Reassignment</p> <p><u>Subsequent Offenses</u> - Conference with parent; restitution by student/parent; 3-5 days After School Detention; 1-10 days Academic Reassignment (ISS)</p>
<p>Threats or Verbal Assaults Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.</p>	<p>Kindergarten - Fourth Grade</p> <p><u>First Offense</u> - Conference with parent; 1 day After School Detention; 1 day Academic Reassignment (ISS)</p> <p><u>Second Offense</u> - Conference with parent; apology as needed; 2 days After School Detention; 2 days Academic Reassignment (ISS)</p> <p><u>Third Offense</u> - Conference with parent; 2-5 days Academic Reassignment (ISS); 1-10 days Out of School Suspension (OSS)</p> <p><u>Subsequent Offenses</u> - Conference with parent; 2-5 days Academic Reassignment (ISS); 2-10 days and/or up to 180 days Out of School Suspension (OSS) or expulsion by Superintendent and/or School Board</p>
<p>Tobacco</p> <p>1. Possession of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with Board policy JHCD.</p> <p>2. Use of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at</p>	<p>Kindergarten - Second Grade</p> <p><u>First Offense</u> - Confiscation; conference with parent; walk laps at recess</p> <p><u>Second Offense</u> - Confiscation; conference or phone call with parent; 1 day After School Detention</p> <p><u>Third Offense</u> - Confiscation; conference with parent; 1-3 days After School Detention; ½-1 day Academic Reassignment (ISS); refer to proper authorities</p> <p><u>Subsequent Offenses</u> - Confiscation; conference with parent; 1-3 days Academic Reassignment (ISS); 1-10 days Out of School Suspension</p>

<p>any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with Board policy JHCD.</p>	<p>(OSS); refer to proper authorities Third - Fourth Grade <u>First Offense</u> - Confiscation; conference with parent; 1 -3 days After School Detention <u>Second Offense</u> - Confiscation; conference or phone call with parent; 1-3 days Academic Reassignment <u>Third Offense</u> - Confiscation; conference or phone call with parent; 2 days Out of School Suspension <u>Subsequent Offenses</u> - Confiscation; conference with parent; 2-10 days Out of School Suspension (OSS); refer to proper authorities</p>
<p>Truancy or Tardiness Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.</p>	<p>Kindergarten - Fourth Grade <u>First Offense</u> - Conference with parent; 1 day After School Detention <u>Second Offense</u> - Conference with parent; notify proper authorities; 2 days After School Detention <u>Third Offense</u> - Conference with parent; notify proper authorities; 3 days After School Detention <u>Subsequent Offenses</u> - Conference with parent; Friday Night School; notify proper authorities; 1-5 days Academic Reassignment</p>
<p>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.</p>	<p>Kindergarten - Fourth Grade <u>First Offense</u> - Conference with principal; Conference with parent <u>Second Offense</u> - Conference with parent; 1-3 days After School Detention <u>Third Offense</u> - Conference with parent; 1-3 days Academic Reassignment <u>Subsequent Offenses</u> - 2-5 days Academic Reassignment or 1-10 days Out of School Suspension</p>
<p>Vandalism (see Board policy ECA) Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.</p>	<p>Kindergarten - Fourth Grade <u>First Offense</u> - Conference with parent; restitution by student/parent; 1 day After School Detention <u>Second Offense</u> - Conference with parent; restitution by student/parent; 2 days After School Detention <u>Third Offense</u> - Conference or phone call with parent; restitution by student/parent; 1-3 days Academic Reassignment <u>Subsequent Offenses</u> - Conference with parent; restitution by student/parent; 1-5 days Academic</p>

	Reassignment or Out of School Suspension
<p>Weapons (see Board policy JFCJ)</p> <p>1. Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. ‘ 921, 18 U.S.C. ‘ 930 (g) (2) or ‘ 571.010, RSMo.</p> <p>2. 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).</p> <p>3. Possession or use of ammunition of a component of a weapon</p>	<p>Kindergarten - Fourth Grade</p> <p><u>First Offense</u> - Conference with parent; confiscation; notify proper authorities; 1-10 days Academic Reassignment (ISS) by Principal and/or up to 180 days Out of School Suspension (OSS) or expulsion by Superintendent and/or School Board</p> <p><u>Subsequent Offenses</u> - Conference with parent; notify proper authorities; up to 180 days Out of School Suspension (OSS) or expulsion by Superintendent and/or School Board</p>

Playground Rules

Be Respectful, Be Responsible, Be Safe.

1. Remember KYHFOOTY
 - Keep Your Hands, Feet, Other Objects, To Yourself.
2. Stay safe inside the playground.
 - Stay in the playground and not anywhere else without the teacher’s permission
 - “Keep my feet on mulch or concrete”
3. Be Responsible on the playground equipment
 - “On the slide, your bottom will ride”
 - We ride down, not climb up the slide
 - Play tag on the ground, not on the playground equipment
 - Use only school provided equipment (no toys from home)
4. Stay Responsible and Clean
 - If there is mud, ice, snow, or puddles, stay on the sidewalk to keep yourself and our school clean!
5. Be Respectful when lining up
 - When the whistle blows, please safely, quietly and quickly get into your single file, straight and silent line.

Remember to follow these important rules and have as much fun as possible!

School Bus Conduct Rules

Students using district transportation should understand that they are under the jurisdiction of the school from the time they board the bus until they are released at school or at the stop nearest their home. Bus riders are expected to conduct themselves so as not to interfere with the rights of others, cause others embarrassment, or endanger their safety by distracting the attention of the bus driver.

As a guide to students and to insure that such desirable behavior is achieved the following regulations govern student conduct on school buses:

Crawford County R-I Student Conduct on School Buses

1. Follow all directions given by the bus driver.
2. Remain seated and facing forward while the bus is in motion.
3. Be courteous and respectful to other passengers and the driver.
4. Keep hands, feet and all other objects to yourself.
5. No eating or drinking allowed on the bus unless permission is granted by the driver.
6. Keep all objects and extremities inside the bus and out of the aisle on the bus.
7. Keep all personal items, including writing instruments, inside a purse or backpack.
8. The use of or possession of tobacco, alcohol, and drugs is prohibited.
9. No electronic devices may be used on the bus unless permission is granted by the driver.
10. Absolutely no profanity is allowed on the bus.
11. Place all trash in the cans at the front or rear of the bus.

ANY MISBEHAVIOR NOT MENTIONED IN THESE BUS REGULATIONS WILL BE LEFT TO THE JUDGMENT OF THE PRINCIPAL AND TRANSPORTATION STAFF.

All buses currently have a camera system installed. The following individuals will have the ability to view bus films as part of an investigation of discipline issues:

- Dr. Kyle Gibbs, Superintendent
- Jessica Becker, Director of Transportation and Safety/Assistant Principal
- Justin Blanton, Transportation Supervisor
- Joe Bozic, Elementary Principal
- Brian Witt, Middle School Principal
- Matt Peregoy, High School Principal
- Erin Mades, Director of Special Services

Bus films will never be used as the sole investigative tool and are not available for public inspection. Please review the rules above with your child.

Section IV: Forms

BULLYING INCIDENT REPORT FORM

If you have been the target of bullying or have witnessed the bullying of a District student, complete this form and submit it 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 Filed: _____ Your Name*: _____

Phone Number(s): _____

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 of student(s) subjected to bullying: _____

Person(s) alleged to have committed the bullying or harassment:

Summarize the incident(s) or occurrence(s) of bullying as accurately as possible. Attach additional sheets or use the back side of this form. __

Names of Witnesses: _____

Have you reported this to anyone else: _____ Yes _____ No. If so, who? _____

*Signature of Complainant

This allows 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 Received by Principal: _____

Investigative Action taken:

Result of Investigation/Action taken:

Signature of Principal: _____

Complaint Form

After having an informal discussion with (name of school personnel) _____
_____, I want to submit this formal complaint to the attention of
_____ (as specified in Board Policy).

Detailed statement of the complaint _____

Listing of all witnesses and documents which the complainant believes supports the complaint.
These listings will be considered by the school recipient of this complaint form to investigate the
complaint.

Action requested by complainant _____

Signature of complainant

Date submitted to school office

for office use only

Receiver of complaint: _____ Date received: _____

No Child Left Behind Act of 2001 (NCLB) COMPLAINT PROCEDURES

This guide explains how to file a complaint about any of the programs that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the 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 What is a complaint under NCLB? Who may file a complaint? How can a complaint be filed?	
Complaints filed with LEA How will a complaint filed with the LEA be investigated? What happens if a complaint is not resolved at the local level (LEA)?	Complaints filed with the Department How can a complaint be filed with the Department? How will a complaint filed with the Department be investigated? How are complaints related to equitable services to private school children handled differently?
Appeals How will appeals to the Department be investigated? What happens if the complaint is not resolved at the state level (the Department)?	

1. WHAT IS A COMPLAINT UNDER NCLB?

For these purposes, a complaint is 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.

6. HOW CAN A COMPLAINT BE FILED WITH THE DEPARTMENT?

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

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

7. HOW WILL A COMPLAINT FILED WITH THE DEPARTMENT BE INVESTIGATED?

The investigation and complaint resolution proceedings will be completed within a time limit of forty calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

- a. Record. A written record of the investigation will be kept.
- b. Notification of LEA. The LEA will be notified of the complaint within ten days of the complaint being filed.
- c. Resolution at LEA. The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
- d. Report by LEA. Within thirty 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.
- e. 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).
- f. Appeal. The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.
- g.

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.

¹Programs include Title I. A, B, C, D, Title II, Title III.A.2, Title IV.A, Title VI, Title VII.C
Revised 1/15

²In compliance with NCLB Title IX 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.

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This booklet has explained general procedures of the school and the major disciplinary problem areas and the actions that may result for those students who will not follow the rules. Any other behavior not specifically listed within the handbook that disrupts the educational process or that is unbecoming of a student will be handled on an individual basis in a manner comparable to the stated offenses. All students are entitled to due process, which means that no action will be taken against a student until the facts have been presented by those involved and a judgment has been made. Proper due process procedure must be followed if a student disagrees with the judgment.

I have read, do understand, and have discussed with my child the Elementary Discipline Code, and District Transportation Policies. Please return this form to your child's teacher during the first week of school.

Student's Name	Grade	Teacher's Name
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Student's Name	Grade	Teacher's Name
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Student's Name	Grade	Teacher's Name
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_____ I have received a copy of the 2022-2023 Student Handbook

_____ I would like to receive a copy of the 2022-2023 Student Handbook

_____ I would like to receive an Electronic Copy of the 2022-2023 Student Handbook

At email address: _____

Parent's Signature: _____ Date: _____

Your signature verifies reading and understanding, not necessarily agreement.