

De Soto School District #73

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

De Soto School District #73 Mission

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

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

VINELAND ELEMENTARY

650 Vineland School Road, De Soto, MO 63020

www.desoto.k12.mo.us

Principal..... Ms. Mary Ribble
Email..... ribble.mary@desoto.k12.mo.us
Asst. Principal..... Mrs. Annie Hammond
Email..... hammond.ann@desoto.k12.mo.us
Counselor Mrs. Andrea Richardson
Counselor Mrs. Kami Johnson
Librarian..... Mrs. Teresa Campbell
Student Services..... Mrs. Jamie Pinson
Nurse..... Mrs. Dawn Brown, RN
Principal's Secretary..... Mrs. Jenny Hunt
Attendance Secretary..... Mrs. Dawn Selsor
Mascot..... Dragon
Colors..... Green & White
Grades..... K-6
Student Enrollment..... 830
Staff..... 63

VINELAND TELEPHONE NUMBERS

Vineland Office.....	586-1010	Vineland Fax.....	586-1019
Vineland Nurse.....	586-1010	Transportation.....	586-1078

SCHOOL HOURS

Office Hours:	8:00 am - 4:30 pm	Breakfast:	8:30am - 8:50 am
Student Arrival:	8:30 am	Classes Begin:	8:50am
Student Dismissal:	3:35 pm	Lunch Shifts:	10:50am - 1:00pm

SCHOOL SECURITY

To ensure the safety of all students and staff everyone should cooperate to make the school a safe place. Parents and patrons are encouraged to visit. All visitors are requested to report to the main office upon entering the building.

Visitors will fill out a "Visitor's Badge" in the office.

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

STUDENT ARRIVAL AND DISMISSAL

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

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

BREAKFAST/LUNCH PRICES

Breakfast: Free Breakfast for students

Lunch: Prices listed below are for the 2017-2018 school year.

Lunch.....\$2.25

Reduced Lunch.....\$.40

Milk.....\$.50

Breakfast (student).....Free

Adult Breakfast.....\$1.55

Adult Lunch.....\$2.25

BREAKFAST LUNCH PROCEDURES

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

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

SPECIAL SERVICES

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

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

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

ELEMENTARY DRESS POLICY

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

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

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

1. No midriff tops, bathing suits, spaghetti straps, or tank tops shall be worn. Shirts and blouses need to cover: from neck to shoulders (both sides), have a full back and be long enough to cover the entire torso. No cleavage is to be

- exposed.
2. No see through clothing shall be worn. Undergarments must not show.
 3. No hats, caps, or bandanas.
 4. No clothing which illustrates, with words or symbols, statements condoning alcohol; tobacco or drug use, views concerning sexual issues, or depictions of violence or profanity.
 5. No student on or about school property or at a school function shall wear, possess, use, distribute, or display or sell clothing, jewelry, large chains, emblems, bandanas, symbols, signs, or other things which are evidence of membership of affiliation in any gang or cult.
 6. No spiked or studded jewelry or large wallet chains.

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

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

STUDENT ATTENDANCE DESOTO POLICY 2310

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

Regulation 2310: Elementary School Attendance Program

1. Definition of Terms
 - a. Truancy - a pupil's absence from school without his/her parent's knowledge or consent
 - b. Tardy - arriving late for school
 - c. Early Sign out - leaving school prior to the end of the school day
 - d. Absent - not present
 - e. Absence due to Special Circumstance - an absence due to a one time family situation per school year; must be approved by the building administration prior to the absence.
2. Make-up Work after an Absence: Students shall have the opportunity to make up work according to board policy for absences not exceeding twelve (12) days in a school year. The teacher and the student will meet to determine make-up assignments and establish mutually agreeable times for daily work and test make-up. Students whose absences exceed twelve (12) days in a school year may receive partial credit for any make-up work that is turned in.
3. Homebound Instruction: Students who have justifiable reasons for long-term absences, such as illnesses or accidents and whose probable absence will extend beyond one (1) week, shall be referred for homebound instruction.
4. Absence Due to Special Circumstance: Special Circumstances may be excused by the building administration. A "Special Circumstance" is defined as "an absence due to a one time family situation per school year." The student may be excused with the following provisions:
 - a. Parent/Guardian must contact the building administration prior to the absence.
 - b. Parent/Guardian must contact the teacher and arrange for work to be given to the student prior to the absence.
 - c. All assignments must be turned in to the teacher on the day the student returns to school
5. Excessive Absences
 - a. Excessive absences are the total absences that exceed the allowable twelve (12) days per year.
 - b. A student absent from school, other than in extraordinary circumstances, twelve (12) or more days during one year may be subject to failing grades and/or retention. The following procedures will occur prior to the twelve

(12) days:

1. The Attendance Secretary and/or the building administration will notify parents by letter when a student has missed four (4) days.
2. The Attendance Secretary and/or the building administration will notify parents and schedule a conference when a student has missed eight (8) days. Before or after school tutoring may be recommended at this time by the building administration.
3. After the student's twelfth (12th) absence during one school year, the school may notify the County Juvenile Office, Children's Services, and/or the county Prosecutor's Office as deemed necessary. Before/After school tutoring and/or summer school attendance may be recommended at this time by the building administration.
- c. Excessive absences, if continued, may result in retention. A final decision to retain the student because of excessive absenteeism will be made by a building team.
- d. Any decision to retain a student due to attendance may be appealed by the student's parent/guardian to the superintendent of schools for an administrative review. Should there be no change in the finding of the respective school by the administrative review; the parent/guardian may appeal to the De Soto School District #73 Board of Education.
6. Excessive Tardiness
 - a. Six (6) tardies will result in a one (1) day absence and may result in disciplinary action.
 - b. Six (6) times leaving school early will result in a one (1) day absence and may result in disciplinary action.

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

PERFECT ATTENDANCE

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

EMERGENCY PROCEDURES

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

1. **Fire Drill:** The signal for a fire drill will be the continual sounding of the fire alarm. Students are to evacuate the building with their class. Teachers are to call roll to ensure that all students are accounted for.
2. **Tornado Drill:** The signal for a tornado drill will be a number of short rings of the bell and an announcement over the intercom. No one will leave the building for any reason. Students will go to designated areas and teachers will take roll.
3. **Earthquake Drill:** Students should protect themselves by getting under their desks/tables and remaining there until further notice. When safe, the building will be evacuated using standard fire drill procedures.
4. **Active Shooter/Intruder Drill:** During the drill, doors are closed and locked. Students and teachers remove themselves from sight of the door. Should the intruder gain entry to your previously secure location, you should be prepared to take actions that interrupt the intruder's ability to cause harm. These acts will depend on the situation and your physical abilities. Consider engaging in acts that will create noise, movement, distance, or distractions. The situation will be monitored with real time information; students and staff should be prepared to move to safety.

HEALTH SERVICES

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

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

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

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

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

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

INSIDE RECESS

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

Temperature Guidelines for Recess and Outdoor PE

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

Suggested Outline is as follows:

Temperature – including wind chill or heat index

Below 30 degrees – stay inside

31–98 degrees – normal outside time

99 degrees and above – stay inside

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

Extremely cold weather can be very dangerous. Parents and guardians should be certain that their children are appropriately clothed with mittens, hats, coats, etc., so they can be comfortable both inside and outside. Most days your student is going outside for some period of time either at recess or traveling to/from school.

INSTRUCTIONAL SERVICES

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

PROCEDURES FOR REPORTING GRADES TO PARENTS/GUARDIANS/STUDENTS

Grading System

A = outstanding work

B = above average work

C/S= average work/satisfactory work

D/N= below average work/needs improvement

F/U = failing work/unsatisfactory work

I = incomplete work

Grading Scale

100% - 96% = A	76% - 73% = C
95% - 90% = A-	72% - 70% = C-
89% - 87% = B+	69% - 67% = D+
86% - 83% = B	66% - 63% = D
82% - 80% = B-	62% - 60% = D-
79% - 77% = C+	59% - 0% = F

Progress Reports: Progress reports/Midterm reports are distributed following the midpoint of each quarter.

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

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

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

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

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

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

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

READING LEVELS AND STATE-MANDATED RETENTION

Third Grade Students: Third grade students who cannot demonstrate a reading level at or above the third grade level will be administered a reading assessment within forty-five days of the end of their third grade year. If this assessment

reflects that the student is reading below the second grade level, the district will design and implement a reading improvement plan (RIP) for the student's fourth grade year. The RIP must include a minimum of thirty hours of additional reading instruction or practice outside of the regular school day during the fourth grade year. In addition, the district may require the student to attend summer school for reading instruction as a condition of promotion to fourth grade. (De Soto Regulation 2520)

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

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

LIBRARY/MEDIA SERVICES

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

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

COMMON AREA RULES

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

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

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

- Students are expected to abide by the same **rules** as in the **classroom**.
- Students must be **on time**. The bus cannot wait beyond its regular scheduled time for those who are tardy. Students must be at their designated stop, not inside the house.
- Please allow the drivers a **twenty (20) minute window**, ten (10) minutes prior to their scheduled stop and ten (10) minutes after their scheduled stop. The window is necessary due to uncontrollable factors such as traffic and weather. We **will not** turn the bus around and return for students that have missed the bus **when** the bus arrives within the twenty (20) minute window. Please have an alternative way to school.
- Students **are not** to hang on sides of the bus and are not to hang their heads, arms, legs, bodies, or hands out the windows of the bus.
- Students are to **be seated immediately** upon entering the bus and are to **remain seated** until they arrive at their destination, school in the morning and bus debarkation station in the afternoon.
- **Loud noises** can cause a distraction for the driver and are **not permitted** on the bus.
- Students will board and depart from the bus according to the instructions of the driver.

- Students are to obey all orders of the driver and to show proper respect to the driver.
- Students **may not exit** the bus at any stop along the route **other than their own**. If it is an emergency, the parent must contact the transportation department or the school, and permission must be given to the driver to release the child to the parent with proper identification.
- Students are not to **throw objects** while on the school bus.
- Students must sit in their **assigned seat**.
- Students **may not** do their homework on the bus if it is **moving** or if it requires a **pen, pencil, scissors, etc.**, that may cause injury to the student or another student.
Reading/Studying is permissible.
- Students should **never** stand in the roadway while waiting for the bus.
- **Classroom conduct** is to be observed by students while on the bus.
- Any **damage** to the bus should be **reported** as soon as possible to the driver.
- The possession or use of **tobacco** and intoxicating **liquor** is **prohibited** on the school bus.
- The Superintendent of Schools and the Director of Transportation shall establish such **additional rules** for the conduct of pupils as deemed necessary.

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

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

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

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

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

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

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

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

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

Do not swing out from the top of the slide.
Stop when the whistle is blown.

ACTION LINE

Procedures for Parents/Guardians/Patrons to Resolve Problems or Concerns Involving the Vineland Campus as Part/of the De Soto School District #73: It is the desire of Vineland Elementary School to resolve problems and concerns within and about the school in the most expedient and productive manner possible.

- I. The resolution of a problem or concern should begin at the point of origin.
 - A. Define your problem or concern.
 - B. If the problem or concern involves your child in a classroom or learning situation, request a conference with the appropriate teacher(s). This request can be made by contacting the Vineland Office at 586-1010.
 - C. If the problem or concern involves your child in a way that does not directly include a teacher, contact the Vineland Office at 586-1010 to schedule a conference with the building administration.
 - D. If the problem or concern does not directly involve a specific student but involves the programs or services provided by the district, contact the Vineland Office at 586-1010 and you will be directed to the appropriate person.
 - E. If you have a problem or concern and do not know whom to contact, please call the Vineland Office at 586-1010 and you will be directed to the appropriate person.
- II. Keep a record of all conversations and calls you have with school personnel involved in trying to help resolve your problem or concern.
 - A. Keep a log of dates and persons involved.
 - B. Make a note of the pertinent conversation that took place and the comments made in attempting to resolve the problem or concern.
- III. Allow a reasonable amount of time after the initial conference for a member of the school staff to resolve your problem or concern. Depending on its nature, a resolution should take no longer than a few days.
- IV. If your problem or concern is not resolved to your satisfaction; proceed in an orderly fashion through the organization in an attempt to reach an acceptable solution.
 - A. Progressive order of contact for resolving a classroom or learning situation problem:
 1. Teacher(s)
 2. Building administration
 3. Superintendent
 4. Board of Education
 - B. Progressive order of contact for resolving a problem involving your child, but not directly including a teacher:
 1. Building administration
 2. Superintendent
 3. Board of Education
 - C. Progressive order of contact for resolving other problems or concerns:
 1. School Secretary
 2. Appropriate Person
 3. Superintendent
 4. Board of Education
- V. There are two recommended ways of contacting the De Soto Board of Education.
 - A. You may contact the Board of Education in writing.
 1. Address your letter to:
President of the Board of Education
De Soto School District #73
610 Vineland School Road
De Soto, MO 63020
 2. Your letter should state concisely your problem or concern and the efforts you have made to resolve it.
 3. Within a reasonable length of time, you will receive (from the Board of Education) a response indicating the disposition of your concern.
 - B. A citizen may make a statement to the Board of Education at a regular meeting of the board.
 1. It is requested that the superintendent of schools (586-1000) be notified of the nature of the statement at least five days before the regular meeting of the Board of Education.
 2. It is necessary that you contact the Board Secretary (586-1000) at least one week prior to the regular meeting of the Board of Education so that she can include you on the agenda of the meeting.
 3. A statement from a citizen normally is taken under advisement by the Board of Education and a response is made by the

board as soon as possible.

*This procedure is subject to change.

ITEMS OF MISCONDUCT AND CONSEQUENCES

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

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

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

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

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

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

Behavioral Expectations

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

Absences

- A. Unless approved by the building administration, a student may not attend a school activity if the student has been absent the day of the activity. This includes weekend activities if the student was absent on the Friday or last day of school before the activity.
- B. **Excessive Absences**
 - 1. Parent contacted by letter after missing four (4) school days.
 - 2. Parent contacted and a conference is scheduled after a student misses eight (8) days; before or after-school tutoring may be recommended at this time by the building administration.
 - 3. After the student's twelfth (12th) absence during one school year, the school may notify the County Juvenile Office, Children's Services, and/or the County Prosecutor's Office as deemed necessary. Before/after-school tutoring and/or summer school attendance may be recommended at this time by the building administration.

Alcohol (Students Policy 2640)

Discipline: Student Use of Tobacco, Alcohol and Drugs, Smoking

The Board of Education believes that smoking and the use of any tobacco product is detrimental to the health and

wellbeing of staff and students. Therefore, the Board prohibits the use, sale, transfer and possession of tobacco products at school and at school activities.

1. Alcohol and Drug Use

The improper use of controlled substances, alcohol and substances represented to be such is detrimental to the health and welfare of students and is detrimental to discipline in school. Such conduct as well as the possession of drug paraphernalia is prohibited and is subject to disciplinary action as set forth in Regulation 2610 – Behavioral Expectations.

A. Possession and/or Use of and/or Under the Influence regardless of whether the student is on school premises

1. Student sent to principal's office, parent contacted, 3 days in-school suspension.
2. Student sent to principal's office, parent contacted, 5 days in-school suspension.
3. Student sent to principal's office, parent contacted, 5 days out-of-school suspension.

B. Sale and/or Distribution of

1. Student sent to principal's office; 10 days out-of school suspension with the recommendation to the superintendent for 170 additional days of suspension. Notification to law enforcement. Safe Schools Report will be filed.
2. Student sent to principal's office; 10 days out-of school suspension with the recommendation to superintendent for expulsion; notification to law enforcement.

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

Student sent to principal; parent contacted; 10 days out-of-school suspension with recommendation to the superintendent for additional days of suspension; notification to law enforcement.

Assault

1. of a Fellow Student (De Soto Policy/Regulation 2673 Reporting of Violent Behavior)

A. Verbal

1. Student is sent to principal; parent conference with principal, teacher(s), and other school personnel; further consequences at the discretion of the principal.
2. Student is sent to the principal; parent is contacted; 1- 3 days in-school-suspension and/or loss of privileges.

B. Physical (De Soto Policy 2673)

1. Student sent to principal; parent conference with principal; 5 days out-of-school suspension; notification to law enforcement.
2. Student sent to principal; parent conference with principal; 10 days out-of-school suspension; notification to law enforcement.
3. Student sent to principal; parent conference with principal; 10 days out-of-school suspension, with the recommendation to the superintendent for 20 additional days of suspension; notification to law enforcement.

2. Assault of School Personnel (De Soto Policy 2673)

- A. Student is immediately removed from the classroom and sent to the principal; parent is contacted; 5-10 days out of-school suspension; counseling; contact legal authorities as per the Safe Schools Act.
- B. Student is immediately removed from the classroom and sent to the principal; parent is contacted; 10 days out-of school suspension; possible referral to Teacher Support Team for recommended intervention strategies, evaluation, and possible recommendation for placement in special programs; juvenile authorities contacted; contact legal authorities as per the Safe Schools Act.
- C. Student is immediately removed from the classroom and sent to the principal; parent is contacted; recommended expulsion; juvenile authorities contacted; contact legal authorities as per the Safe Schools Act.

Bus Offenses (Offenses such as profanity, assault, etc., that occur on the bus will be dealt as if it occurred in the school building.)

- A. Review of bus safety expectations; parent contacted as needed.
- B. Parent contacted; warning with possible loss of privileges.
- C. Minimum 1-3 days bus suspension.
- D. Minimum of 3-5 days bus suspension.
- E. Discipline given at the discretion of the principal.

Cheating

- A. Student sent to principal; parent is contacted; loss of grade.
- B. Student sent to principal; parent is contacted; loss of grade and loss of privilege.

Classroom Misconduct (Conduct which has the intentional effect of disturbing education.)

- A. Student sent to principal; parent contacted; loss of privileges or alternative discipline given at the discretion of the principal.
- B. Student sent to principal; parent conference; 2 detentions and loss of privilege.
- C. Student sent to principal; parent conference; 1-3 days in-school suspension.
- D. Student sent to principal; parent conference; 3-5 days in-school suspension; professional counseling recommended.
- E. Discipline given at the discretion of the principal

Combination of Repeated Offenses

- A. Student sent to principal; conference with parents, principal, teacher(s), counselor, and other school personnel; possible loss of privileges and/or alternative discipline; (if parent refuses to meet, the meeting will take place as scheduled so that the discipline will be handled expediently).
- B. Student sent to principal; conference with parents, principal, teacher(s), counselor, and other school personnel; parent contacted; 1-3 days in-school suspension; counseling.
- C. Student sent to principal; conference with parents, principal, teacher(s), counselor, and other school personnel; parent contacted; 3-5 days in-school suspension.
- D. Discipline given at the discretion of the principal

Common Area Misbehavior (Conduct which has the intentional effect of disturbing education or the safe transportation of a student.)

- A. Student sent to principal; parent contacted; loss of privileges.
- B. Student sent to principal; parent contacted; 1-2 detentions.
- C. Student sent to principal; parent contacted; 1-3 days in-school suspension.
- D. Discipline given at the discretion of the principal.

Student Misuse of Educational Technology

- A. Student sent to principal; parent contacted; misuse may result in a loss of access to school's computers and/or network at discretion of administration.
 - Additional disciplinary action may be determined with existing school rules regarding inappropriate language or behavior.
 - Student may be held financially responsible for any malicious or reckless damage of district-owned equipment.

Defiance, Disrespect, and/or Insubordination Refusal to obey staff authority

- A. Student sent to principal; parent contacted; principal discretion.
- B. Student sent to principal; parent contacted; 1-3 days in-school suspension.
- C. Student sent to principal; parent contacted; 1-3 days out-of-school suspension.
- D. Student sent to principal; parent contacted; 3-5 days out-of-school suspension.

Demonstration and/or Walkout

- A. Student sent to principal; parent contacted; 1-3 days out-of-school suspension.
- B. Student sent to principal; parent contacted; 3-10 days out-of-school suspension.
- C. Expulsion recommended.

Dress Causing Distraction, Disruption, or Safety Hazard (Items may be confiscated and returned only to parent, if parent is unavailable a change of clothing will be available at school for the student to use;) (De Soto Public Policy 2651)

- A. Student sent to principal; parent contacted; parent will bring a change of clothing.
- B. Student sent to principal; parent contacted; parent will bring a change of clothing; 2 detentions.
- C. Student sent to principal; parent contacted; parent will bring a change of clothing; 1-3 days in-school suspension.

Drugs/Controlled Substances (Students Policy 2641)

Discipline: Drug-Free Schools

Pursuant to requirements of the 1989 amendments of the Drug-Free Schools and Communities Act and to the requirements of the Safe Schools Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, the District shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs to all students from early childhood level through grade twelve (12). (See also Policy 6130 – Drug Education.) Such programs will address the legal, social and health consequences of drug and alcohol use, and provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol. The District shall provide information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. Students may be required to participate in such programs in order to avoid suspension or expulsion if they are found to be in violation of this policy. All parents/guardians and students shall annually be provided with a copy of this policy.

The District certifies that it has adopted and implemented the drug prevention program described in this policy in the form required by the Department of Elementary and Secondary Education or the United States Department of Education. The District conducts a biennial review of such program to determine its effectiveness, to implement necessary changes and to ensure that the disciplinary sanctions are consistently enforced.

1. **Possession or Presence** - under the influence of a controlled substance or substance represented to be a controlled substance while at school, or on the playground, on the parking lot, on a school bus or at a school activity whether on or off of school property:
 - a. Student sent to principal; parent contacted; 10 days out-of-school suspension with the recommendation to the superintendent for 20 additional days of suspension; notification to law enforcement.
 - b. Suspension may be reduced to 10 days if:
 - a.) Student participates in a drug/alcohol assessment and follows recommendations.
 - b.) Assessment must take place within the first 5 days after the suspension.
 - c.) Student may be subject to periodic school administered drug tests.

In the event that the recommendations should not be followed the full suspension will be assessed.

 - c. Student sent to principal; parent contacted; 10 days out-of-school suspension with the recommendation to the superintendent for an additional 170 days of suspension; notification to law enforcement. Safe Schools Report will be filed.
2. **Sale** of a controlled substance or substance represented to be a controlled substance while at school or at any of the locations described above:
 1. Student sent to principal; parent contacted; 10 days out-of-school suspension with the recommendation to the superintendent for 170 days of suspension; notification to law enforcement. Safe Schools Report will be filed.
 2. Student sent to principal; parent contacted; 10 days out-of-school suspension with the recommendation to the superintendent for 170 days of suspension; notification to law enforcement. Safe Schools Report will be filed.

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

- A. Student sent to principal; parent contacted; 1-3 days in-school suspension.

- B. Student sent to principal; parent contacted; 1-3 days out-of-school suspension.
- C. Student sent to principal; parent contacted; 3-5 days out-of-school suspension.

Fighting

- A. Verbal Fighting
 - 1. Students sent to principal; parent contacted; 2 detentions.
 - 2. Students sent to principal; parent contacted; 1-3 days in-school suspension.
 - 3. Students sent to principal; parent contacted; 3-5 days in-school suspension.
- B. Physical Fighting
 - 1. Students sent to principal; parent contacted; 1-3 days out-of-school suspension.
 - 2. Students sent to principal; parent contacted; 3-5 days out-of-school suspension.
 - 3. Students sent to principal; parent contacted; 5-10 days out-of-school suspension.

Firearms and Weapons (De Soto Policy/Regulation 2620)

- A. Student sent to principal; minimum of one year suspension; notification of law enforcement; suspension and/or expulsion may be modified by the superintendent to the Board of Education.

Fire Alarms. Tampering with fire extinguisher

- A. Student sent to principal; parent contacted; possible 1-3 days in-school suspension.
- B. Student sent to principal; parent contacted; 3 days out-of-school suspension; juvenile authorities contacted; counseling.
- C. Student sent to principal; parent contacted; 5-10 days out-of-school suspension; juvenile authorities contacted; counseling.

Fireworks, Chemical Disruption and Explosive Devices and False Reporting of Tragedies

- A. Student sent to principal; parent contacted; 1-5 days out-of-school suspension; possible contacting of juvenile authorities.
- B. Student sent to principal; parent contacted; 5-10 days out-of-school suspension; contact juvenile authorities.
- C. Student sent to principal; parent contacted; 10 days out-of-school suspension with the recommendation of additional days.

Harassment - (See Board Policy 2130 on page 18)

- 1. **of Fellow Student (bullying)**
 - A. Student sent to principal; parent contacted; 1-3 detentions.
 - B. Student sent to principal; parent contacted; 3-5 days in-school suspension.
 - C. Student sent to principal; parent contacted; minimum 5 days out-of-school suspension.

Discipline – Bullying

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students toward District personnel or students on school grounds, or school time, at a school sponsored activity or in a school context. Bullying is the intentional action by an individual or group of individuals to inflict physical, emotional or mental suffering on another individual or group of individuals.

Bullying occurs when a student:

- Communicates with another by any means including telephone, writing or via electronic communications, intention to intimidate, or inflict physical, emotional, or mental harm without legitimate purpose, or
- Physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require physical touching, although touching may be included.

A quick reference on our process in handling bullying: it is important to note all situations involve many different scenarios including investigation and follow-up. In addition, it is also important to note a no contact contract agreement can be signed at any time in the process.

- *A building bullying report (see next page) is filled out by the parent, student, staff member, etc., and is turned into either administration or counselors. Parents generally fill these out in our office in response to their child feeling bullied at school. The building bullying report forms are accessible in our office, or on the Vineland webpage at <http://desoto73ves.ss7.sharpschool.com>.*
- *An administrator and/or counselor collects the facts and leads a face-to-face discussion between the two sides of the confrontation. The first step to all discipline is the principal/student conference with appropriate call, or communication to parents or guardians.*
- *In the cases where it is deemed appropriate, we bring the two or more individuals together. Once they make eye contact to ensure good communication, both the bully and the person/people being bullied have an opportunity to speak about what happened and how it made them feel.*
- *Counselors and/or administration guide the students toward reconciliation. Usually, after seeing and hearing first-hand how painful the situation is for the “victim”, the bully responds positively. In most cases, the bully responds with expressions such as, “I was just playing!” or, “I am so sorry!” etc.*
- *At that point in the process, apologies are usually sincerely given and accepted by both parties. If they cannot agree to reconcile, both students must sign a No Contact Contract and agree to leave each other alone for the rest of the school year.*
- *If bullying continues, our administration moves to next level of discipline. Administration evaluates and assigns appropriate disciplinary action aimed at stopping the bullying behavior as per district policy.*

Students who are found to have violated this policy may be subject to a 10-30 day out of school suspension for the first offense. 180 day suspension may be imposed for the second offense, while the third offense will result in expulsion. The Superintendent may reduce the length of suspension for elementary school students based upon the facts in each case.

Continued harassment of the same student may result in a more severe consequence at the discretion of the principal.

Bullying Incident Report Form - DeSoto School District

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

Date/Time Report Filed: _____

Your Name*: _____

Contact Information: _____

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

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

Date(s) of alleged bullying: _____

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

Person(s) alleged to have committed the bullying:

Name(s) of Witness(es):

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

If so, who? When?

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

*Signature of Complainant _____

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

This section is for use of District Administration

Date/Time Report Received: _____

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

Investigative Action taken:

Result of Investigation/Action taken:

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

2. Harassment of a Fellow Student (Policy 2130) racially based, national origin/ethnicity-based, disability-oriented, gender-based, sexual orientation/perceived sexual orientation

It is the policy of the district to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation.

The School District prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation.

It shall also be a violation of district policy for any student, teacher, administrator, or other school personnel of this district to harass or unlawfully discriminate against a student through conduct of a sexual nature, or regarding race, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation as defined by this policy.

It shall also be a violation of district policy for a teacher, administrator, or other school personnel of this district to tolerate sexual harassment or harassment because of a student's race, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation, as defined by this policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engages in activities, including sporting events and other extracurricular activities, under the auspices of the school district.

For purpose of this policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.

The school system will act promptly to investigate all complaints, either formal or informal, verbal or written, of unlawful harassment or unlawful discrimination because of race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation; to promptly take appropriate action to protect individuals from further harassment or discrimination occurred, to promptly and appropriately discipline any student, teacher, administrator, or other appropriate action reasonably calculated to end the harassment/discrimination.

Regulation 2130

For purposes of this Regulation, harassment of a student consists of verbal or physical conduct relating to an individual's race or color, national origin, ethnicity, or country of origin of the individual's parents, family members, or ancestors; physical disability or mental impairment; gender; sexual orientation, or perceived sexual orientation when:

1. The harassing conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;

2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or 3. The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

3. **Harassment of a Fellow Student (sexual)**

For the purpose of this Regulation, sexual harassment of a student consists of sexual advances, requests for sexual favors, sexually-motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

1. A school employee causes a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity, or when an employee or third party agent of the district causes a student to believe that the employee will make an educational decision based on whether or not the student submits to unwelcome sexual conduct;
2. When the unwelcome sexual conduct of a school employee or classmate is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment.

DeSoto Board Policy 2130: Nondiscrimination and Student Rights: Harassment

It is the policy of the District to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation. The School District prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation.

It shall be a violation of District policy for any student, teacher, administrator, or other school personnel of this District to harass or unlawfully discriminate against a student through conduct of a sexual nature, or regarding race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation as defined by this Policy.

It shall also be a violation of District policy for any teacher, administrator, or other school personnel of this District to tolerate sexual harassment or harassment because of a student's race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation, as defined by this Policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the School District.

For purposes of this Policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District.

The school system and district officials, including administrators, teachers, and other staff members will act to promptly investigate all complaints, either formal or informal, verbal or written, of unlawful harassment or unlawful discrimination because of race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation; to promptly take appropriate action to protect individuals from further harassment or discrimination; and, if it determines that unlawful harassment or discrimination occurred, to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this Policy, and/or to take other appropriate action reasonably calculated to end the harassment/discrimination.

The District prohibits retaliation against a person who files a complaint of discrimination or harassment, and further prohibits retaliation against persons who participate in related proceedings or investigations.

Missouri Statute 160.775: Anti Bullying Policy

1. Every district shall adopt an anti bullying policy by September 1, 2007.

2. "Bullying" means intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting of such acts. Bullying of students is prohibited on school property, at any school function, or on a school bus. "Cyberbullying" means bullying as defined in this subsection through the transmission of a communication including, but not limited to, a message, text,

sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager.

3. Each district's anti bullying policy shall be founded on the assumption that all students need a safe learning environment. Policies shall treat all students equally and shall not contain specific lists of protected classes of students who are to receive special treatment. Policies may include age-appropriate differences for schools based on the grade levels at the school. Each such policy shall contain a statement of the consequences of bullying.

4. Each district's anti bullying policy shall be included in the student handbook and shall require, at a minimum, the following components:

(1) A statement prohibiting bullying, defined no less inclusively than in subsection 2 of this section;

(2) A statement requiring district employees to report any instance of bullying of which the employee has firsthand knowledge. The policy shall require a district employee who witnesses an incident of bullying to report the incident to the district's designated individual at the school within two school days of the employee witnessing the incident;

(3) A procedure for reporting an act of bullying. The policy shall also include a statement requiring that the district designate an individual at each school in the district to receive reports of incidents of bullying. Such individual shall be a district employee who is teacher level staff or above;

(4) A procedure for prompt investigation of reports of violations and complaints, identifying one or more employees responsible for the investigation including, at a minimum, the following requirements:

(a) Within two school days of a report of an incident of bullying being received, the school principal, or his or her designee, shall initiate an investigation of the incident;

(b) The school principal may appoint other school staff to assist with the investigation; and

(c) The investigation shall be completed within ten school days from the date of the written report unless good cause exists to extend the investigation;

(5) A statement that prohibits reprisal or retaliation against any person who reports an act of bullying and the consequence and appropriate remedial action for a person who engages in reprisal or retaliation;

(6) A statement of how the policy is to be publicized; and

(7) A process for discussing the district's anti bullying policy with students and training school employees and volunteers who have significant contact with students in the requirements of the policy, including, at a minimum, the following statements:

(a) The school district shall provide information and appropriate training to the school district staff who have significant contact with students regarding the policy;

(b) The school district shall give annual notice of the policy to students, parents or guardians, and staff;

(c) The school district shall provide education and information to students regarding bullying, including information regarding the school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, reprisal, or retaliation against any person who reports an act of bullying;

(d) The administration of the school district shall instruct its school counselors, school social workers, licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for students to overcome bullying's negative effects. Such techniques shall include, but not be limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself or herself assertively and effectively; helping the student develop social skills; or encouraging the student to develop an internal locus of control. The provisions of this paragraph shall not be construed to contradict or limit any other provision of this section; and

(e) The administration of the school district shall implement programs and other initiatives to address bullying, to respond to such conduct in a manner that does not stigmatize the victim, and to make resources or referrals available to victims of bullying.

5. Notwithstanding any other provision of law to the contrary, any school district shall have jurisdiction to prohibit cyberbullying that originates on a school's campus or at a district activity if the electronic communication was made using the school's technological resources, if there is a sufficient nexus to the educational environment, or if the electronic communication was made on the school's campus or at a district activity using the student's own personal technological resources. The school district may discipline any student for such cyberbullying to the greatest extent allowed by law.

6. Each district shall review its anti bullying policy and revise it as needed. The district's school board shall receive input from school personnel, students, and administrators when reviewing and revising the policy.

(L. 2006 S.B. 894, A.L. 2010 H.B. 1543, A.L. 2016 H.B. 1583)

Improper Language

- A. Threatening Language: use of verbal, physical, or written threats to do bodily harm to person or personal property:
 - 1. Student sent to principal; parent contacted; 1-3 days in-school suspension.
 - 2. Student sent to principal; parent contacted; 1-3 days out-of-school suspension.
 - 3. Student sent to principal; parent contacted; 3-5 days out-of-school suspension; contact juvenile authorities.
- B. Chronic Inappropriate Language (as reported on minor form):
 - 1. Student sent to principal; parent contacted; 1 day in-school suspension
 - 2. Student sent to principal; parent contacted; 1-3 days in-school suspension
 - 3. Student sent to principal; parent contacted; 3-5 days in-school suspension
- C. Profanity or Sexual Implications:
 - 1. Student sent to principal; parent contacted; 1-3 days in-school suspension.
 - 2. Student sent to principal; parent contacted; 3-5 days in-school suspension.
 - 3. Student sent to principal; parent contacted; 1-3 days out-of-school suspension.

Inappropriate Physical Contact:

- A. Student sent to principal; parent contacted; loss of privilege.
- B. Student sent to principal; parent contacted; 1-3 detentions.
- C. Student sent to principal; parent contacted; 1-3 days of in-school suspension.
- D. Student sent to principal; parent contacted; 3-5 days of in-school suspension.
- E. Principal discretion.

Indecent Exposure

- A. Student sent to principal; parent contacted; 1-5 days out-of-school suspension; counseling.
- B. Student sent to principal; parent contacted; 5-10 days out-of-school suspension; suggestion of options for professional help/counseling.

Miscellaneous Misbehavior

- A. Student sent to principal; parent contacted; 1-3 detentions.
- B. Student sent to principal; parent conference requested; 1- 3 days in-school suspension.
- C. Student sent to principal; parent conference/contacted; 3-5 days in-school suspension.
- D. Principal discretion.

Public Display of Affection (Consensual kissing, fondling, or embracing.)

- A. Students sent to the principal; parents contacted; warning.
- B. Students sent to principal; parents contacted; 1-3 detentions.
- C. Students sent to principal; parents contacted; 1 day in-school suspension.

D. Students sent to principal; parents contacted; 3 days in-school suspension.

Prescription Medication

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

1. Student sent to principal; parent contacted; 10 days out-of-school suspension with the recommendation to the superintendent for 20 additional days of suspension; notification to law enforcement.

Suspension may be reduced to 10 days if:

- a.) Student participates in a drug/alcohol assessment and follows recommendations.
- b.) Assessment must take place within the first 5 days after the suspension.
- c.) Student may be subject to periodic school administered drug tests.

In the event that the recommendations should not be followed, the full suspension will be assessed.

2. Student sent to principal; parent contacted; 10 days out-of-school suspension with the recommendation to the superintendent for an additional 170 days of suspension; notification to law enforcement. Safe Schools Report will be filed.

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

1. Student sent to principal; parent contacted; 10 days out-of-school suspension with the recommendation to the superintendent for 20 additional days of suspension; notification to law enforcement.

2. Student sent to principal; parent contacted; 10 days out-of-school suspension with the recommendation to the superintendent for an additional 170 days of suspension; notification to law enforcement. Safe Schools Report will be filed.

Theft/Possession of Stolen Property- nonconsensual taking or attempting to take the property of another.

A. Student sent to principal; parent contacted; 1-3 days in-school-suspension; restitution; possible notification to juvenile authorities.

B. Student sent to principal; parent contacted; 3-5 days in-school suspension; restitution; possible notification to juvenile authorities.

C. Student sent to principal; parent contacted; 3 days out-of-school suspension; restitution; notification to juvenile authorities.

D. Repeated offenses will result in further action.

Threat

1. to Building/Bomb Threats

A. 10 days out-of-school suspension; notification to juvenile authorities and/or law enforcement.

B. 10 days out-of-school suspension with the recommendation to the superintendent for 170 additional days of suspension; notification to juvenile authorities and/or law enforcement.

2. Verbal/Written (If directed toward a staff member. minimum 5 days out-of-school suspension; contact juvenile authorities); (De Soto Policy 2674)

A. Student sent to principal; parent contacted; 1-3 days in-school suspension.

B. Student sent to principal; parent contacted; 1-3 days out-of-school suspension.

C. Student sent to principal; parent contacted; 3-5 days out-of-school suspension; contact juvenile authorities.

Continued threats of violence directed at the same student may result in a more severe consequence at the discretion of the principal.

3. Physical

A. Student sent to principal; parent contacted; 3 days in-school suspension.

B. Student sent to principal; parent conference; 3 days out-of-school suspension.

C. Student sent to principal; parent conference; 5 days out-of-school suspension; contact juvenile authorities.

Tobacco Products (Possession of/Use of); De Soto Policy 2640)

- A. Student sent to principal; parent contacted; 3 days in-school suspension.
- B. Student sent to principal; parent contacted; 5 days in-school suspension.
- C. Repeated or more serious offenses will lead to further action.

Drug-Free Schools (Students Policy 2641)

Pursuant to requirements of the 1989 amendments of the Drug-Free Schools and Communities Act and to the requirements of the Safe Schools Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, the District shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs to all students from early childhood level through grade twelve (12). (See also Policy 6130 – Drug Education.) Such programs will address the legal, social and health consequences of drug and alcohol use, and provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol. The District shall provide information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. Students may be required to participate in such programs in order to avoid suspension or expulsion if they are found to be in violation of this policy. All parents/guardians and students shall annually be provided with a copy of this policy.

The District certifies that it has adopted and implemented the drug prevention program described in this policy in the form required by the Department of Elementary and Secondary Education or the United States Department of Education. The District conducts a biennial review of such program to determine its effectiveness, to implement necessary changes and to ensure that the disciplinary sanctions are consistently enforced.

Trifling/Lack of Academic Effort

- A. Student sent to principal; parent/teacher/principal conference.
- B. Student sent to principal; parent contacted; 2 detentions or loss of privileges.
- C. Student sent to principal; parents contacted; 1 day in-school suspension.
- D. Student sent to principal; parents contacted; 1-3 days in-school suspension.

Truancy and/or Leaving School without Permission-absent or tardy from class or classes without authorization (De Soto Policy/Regulation 2340)

- A. Parent contacted; 1-3 days in-school-suspension.
- B. Parent conference possibly with juvenile authorities; 3-5 days in-school suspension.
- C. Juvenile authorities contacted.

Unauthorized Use of Cell Phones or Other Electronic Devices (items to include but not be limited to Cell Phones, iPods, MP3 Players, Electronic Games, laser pointers, BlueTooth/Wireless capable items. etc.)

- 1. Confiscate item; warning given to student and item will be sent to and kept in office until the end of the day when the child may pick it up (documented as a minor write up via Google Forms); parent contacted.
- 2. Confiscate item; student sent to principal; parent must pick up the item; loss of privileges.
- 3. Confiscate item; student sent to principal; parent contacted; 1 day in-school-suspension; item kept until parent is able to pick up.
- 4. Confiscate item; student sent to principal; parent contacted; 1-3 days in-school-suspension; item kept until parent is able to pick up.

Unserved Detentions

- A. 1 additional detention assigned.
- B. 1 additional detention assigned; loss of privilege.
- C. 1 day in-school suspension.

Vandalism to School, Staff, Student – intentional damage or attempt to damage property belongings to the staff, students, or the District (De Soto Policies 2654/5280)

- A. Student sent to principal; parent contacted; restitution and/or clean-up cost; further disciplinary action at the discretion of the principal.
- B. Student sent to principal; parent contacted; restitution and/or clean-up cost; 1-3 days out-of school suspension.
- C. Student sent to principal; parent contacted; restitution and/or clean-up cost; 3-5 days out-of school suspension; juvenile authorities contacted.
- D. Student sent to principal; parent contacted; restitution and/or clean-up cost; 5-10 days out-of school suspension; juvenile authorities contacted.
- E. Student sent to principal; parent contacted; restitution and/or clean-up cost; 10 days out-of school suspension; juvenile authorities contacted.

Weapons

1. (possession of) - Provisions of the Safe Schools Act will be followed; (De Soto Policy 2620)

- A. Student sent to principal; parent contacted; 10 days out-of-school suspension; notification to law enforcement ; Safe Schools Report will be filed.
- B. Student sent to principal; parent contacted; 10 days out-of-school suspension with a recommendation to the superintendent for 170 additional days of suspension; notification to law enforcement; Safe Schools Report will be filed.

Note: Any student who brings a firearm to school will be suspended (for at least one year, according to provisions of HB 345.

2. (use of) - Provisions of the Safe Schools Act will be followed

- A. 10 days out-of-school suspension with a recommendation to the superintendent for 170 additional days of suspension; notification to law enforcement; Safe Schools Report will be filed.

EVERY STUDENT SUCCEEDS ACT (ESSA) 2015 (Formerly NCLB - No Child Left Behind Act 2002,2010)

Our district is required to inform you of certain information that you, according to the Every Student Succeeds Act 2015 (Public Law 107-110), have the right to know. Upon your request, our district is required to provide to you in a timely manner, the following information:

Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

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

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

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

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

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

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

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

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

being violated, misapplied, or misinterpreted.

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

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

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

Anyone wishing more information about this procedure or how complaints are resolved may contact Dr. Josh Isaacson, Superintendent, De Soto School District, 610 Vineland School Rd., Desoto, MO 63020, (636) 586-1003 or department personnel.

PUBLIC NOTICE

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant and homeless children, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The De Soto School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The De Soto School District assures that it will provide information and referral services necessary to assist the state in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

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

The De Soto School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the De Soto School District, Special Education Office, from 9:00 a.m. - 3:00 p.m., Monday through Friday, when school is in session.

This notice will be provided in native languages as appropriate.

Nancy Schmitz
De Soto School District
610 Vineland School Rd.
De Soto, MO 63020

DE SOTO SCHOOL DISTRICT NOTICE FOR DIRECTORY INFORMATION

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

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

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

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

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

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

De Soto School District

Notification of Rights

Under the Protection of Pupil

Rights Amendment (PPRA)

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection, and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)
 1. Political affiliations or beliefs of the student or student's parents;
 2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes;

4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of-*
1. Any other protected information survey, regardless of funding;
 2. Any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect, upon request and before administration or use*
1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

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

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any nonemergency, invasive physical examination of screening as described above.

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

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

NOTICE OF COMPLIANCE

The Department of Education's (ED) Office for Civil Rights (OCR) enforces several statutes that protect the rights of beneficiaries in programs or activities that receive financial assistance from ED. These laws prohibit discrimination on the basis of race, color, and national origin (**Title VI of the Civil Rights Act of 1964**), sex (**Title IX of the Education Amendments of 1972**), disability (**Section 504 of the Rehabilitation Act of 1973**), and age (**Age Discrimination Act of 1975**). OCR also has responsibilities under **Title II of the Americans with Disabilities Act**, which prohibits state and local governments from discriminating on the grounds of disability. The De Soto School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Name and/or Title	Nancy Schmitz Director of Special Education
Address	De Soto School District 610 Vineland School Rd. De Soto, MO 63020
Telephone No.	(636) 586-1040

SECTION 504

The De Soto School District does not discriminate against individuals covered under Section 504 of the Rehabilitation Act

of 1973. No qualified disabled person shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any educational program or activity which receives or benefits from Federal financial assistance. The nondiscrimination requirement of Section 504 includes both physical accessibility and program accessibility.

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

1990 CIVIL RIGHTS LAW: AMERICANS WITH DISABILITIES ACT (ADA):

De Soto School District will provide equal access to its educational facilities and programs for individuals: 1) with records of having physical or mental impairments which substantially limit one or more major life activities; and 2) to individuals who are regarded as having such impairment, whether they have the impairment or not. A free and appropriate education in the least restrictive environment will be available to all children with disabilities.

GRIEVANCE PROCEDURE:

A grievance procedure has been adopted by the De Soto School District to expedite prompt and equitable resolution of any complaint. Any student, parent, or employee alleging noncompliance with any part of Title IX, Section 504, or ADA should file a written complaint with Nancy Schmitz, Special Services Coordinator, 610 Vineland School Rd., De Soto, MO 63020.

DE SOTO SCHOOL DISTRICT

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

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

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record they believe is inaccurate or misleading. They should write the school principal (or appropriate official), clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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