

# Santa Fe Elementary Student Handbook 2018-19

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Welcome to Santa Fe Elementary!

Each new year brings many new and exciting lessons to be learned and opportunities to be experienced. We look forward to working with each of you during the upcoming year.

This handbook has been developed to present general information about your school, which we hope will be helpful in providing each child with a quality educational experience. We want all children to succeed, and this information will help ensure their success. Therefore, please review this handbook with your child/children.

In order to ensure that each family has received a copy of this handbook and the enclosed policies, we ask that you detach and sign this page and return it to your child's teacher by **Friday, August 24, 2018**, to verify that you have read and reviewed this building handbook. Please keep the attached information for your use during the school year.

If you have questions about the handbook information or about your child's educational program, please call the school office at 493-2811. We are looking forward to a fantastic 2018-19 school year at Santa Fe Elementary!

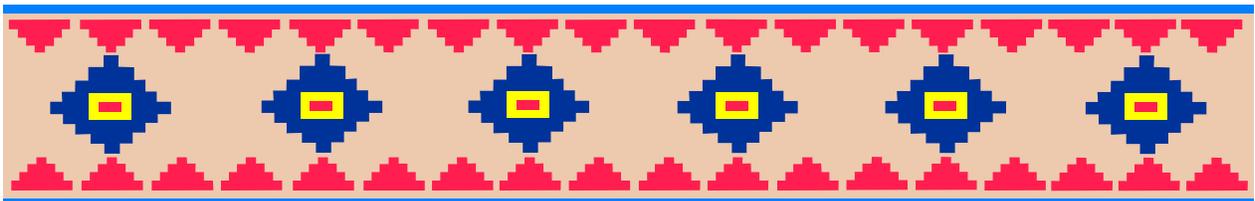
The Faculty and Staff of Santa Fe Elementary

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**Please remove this page and return it to school by Friday, August 24, 2018.  
Thank you!**

We as parents/guardians of \_\_\_\_\_  
have read this handbook and understand the information provided.

\_\_\_\_\_  
Parent/Guardian Signature







## Daily Schedule

7:30	Teachers Arrive
7:40	Breakfast
7:45	Dismissal to Classrooms
<b>8:00</b>	<b>Classes Begin</b>
11:00	K-3 Lunch Shift
11:20	PK Lunch Shift
11:40	4-6 Lunch Shift
<b>3:15</b>	<b>Classes Dismiss</b>
3:30	Teacher Dismissal

## 2018 – 2019 School Calendar

August 16	First Day of School
September 3	No School – Labor Day
September 14	Apple Jubilee – Dismiss at 12:15
October 3	No School – Staff PD
October 12	1 <sup>st</sup> Quarter Ends
October 17	P/T Conferences 4 – 8 pm
October 18	Early Out 12:15 P/T Conferences 1 – 8 pm
October 19	No School
November 5	No School - Staff PD
November 21/22/23	No School - Thanksgiving Break
December 20	Early Out 12:15/End of 2 <sup>nd</sup> Quarter
December 21—Jan. 2	No School – Winter Break
January 2	No School - Teacher Work Day
January 3	School Resumes
January 21	No School – Martin Luther King Day
February 4	No School – Staff PD
February 18	No School – President’s Day
March 8	3 <sup>rd</sup> Quarter Ends
March 11 – 15	No School – Spring Break
April 18	No School – Staff PD
April 19 – 22	No School – Easter Break
May 15	4 <sup>th</sup> Quarter Ends Dismiss at 11:15 – Last Day of School

Makeup days will be used in the following order:

(1<sup>st</sup>) January 21, (2<sup>nd</sup>) Feb 18, (3<sup>rd</sup>) May 16,  
(4<sup>th</sup>) May 17, (5<sup>th</sup>) May 20. (6<sup>th</sup>) May 21, (7<sup>th</sup>) May 22, (8<sup>th</sup>) May 23



## Santa Fe Elementary Handbook

**Notice:** This handbook is approved annually by the Board of Education. Once approved, it becomes a part of the policies and regulations. These Policies and Regulations are on file in the Superintendent's Office for public perusal.

### Academics

#### ***Progress Reports and Report Cards:***

Progress reports are a mid-quarter report sent home at mid-quarter to let parents know of a student's academic standing. Report cards are provided for reporting progress for each student after the four formal grading periods. The first quarter report card is issued to parents at the parent/teacher conferences on October 17-18.

**Please fill out the back page of this book, by Friday, August 31st, so a time can be scheduled for you to visit your child's teacher(s) in October.**

### Attendance

Regular school attendance is a must for high academic success. A student who misses frequently cannot make-up the valuable time lost in missing important classroom discussions and hands-on activities. If absences are excessive, retention may be considered for the following school year. Students are expected to be in school every day except in cases of emergency or for reasons listed below:

1. Personal illness—Students are requested to bring a note from parents about the illness upon returning to school or bring a written note from the doctor, when they have visited one, concerning an illness.
2. For absences due to regularly scheduled dentist, doctor, optometrist or other professional appointments, students are requested to bring a written verification.
3. Death/Funeral of a relative--Written or telephone notification given to the office.

**Please call the school (493-2811) and inform office personnel and/or teacher of a student absence before 8:30 on the day of the absence. A parent letter will be sent if a student is absent 5 days, a parent meeting will be scheduled if a student misses 10 days, and an official referral to outside agencies will be made if absences reach 15 or more days.**

#### ***School Events/Activities Attendance Policy:***

Throughout the school year there will be many school-sponsored activities occurring in the evenings and on weekends. For a child to participate in any of these events, they must be in attendance at school that day. Also, a student must be in attendance on Friday to participate in a school sponsored activity occurring on Saturday. Exceptions to these requirements must have prior approval through the administration.

#### ***Perfect Attendance***

Perfect attendance certificates are awarded at the end of each year to those students who have attended all 168 days of school or have only missed up to three (3) hours of excused absences (verification needed from professional or prior office excuse). Awards assemblies held at the end of each quarter will recognize students who have had perfect attendance just for that particular quarter. Students with perfect attendance may receive additional awards for perfect attendance for the entire year at the end of the school year.

### "B" or Better Club

The "B" or Better Club will be a group of fourth, fifth and sixth graders who are recognized at the end of each quarter for having grades on their report card of all B's (83%) or higher. Should a student receive a "U" in art, music, or physical education this grade would keep them off the "B" Club. Certificates and awards are given to these individuals at an all-school assembly shortly after the ending of each quarter. Medallions are given to sixth grade students who had perfect membership in the "B" Club all twelve quarters of their upper elementary education. Students may receive one (1) probationary quarter, at any time during the upper elementary grades and where all grades are above a B- (80%), and still receive a medal.

## Bus Rules

The safety of students during their transportation to and from school is a responsibility which they and their parents share with the drivers and school officials. It is necessary that each student be aware of what conduct is expected when riding the bus.

1. The driver is in charge of the pupils and the bus. Pupils must obey the driver promptly.
2. Pupils **must** be on time. Drivers will not wait for those who are tardy.
3. Pupils should never stand in the roadway while waiting for the bus.
4. Unnecessary conversation with the driver is not advised.
5. Classroom conduct is to be observed by pupils while riding the bus.
6. The students should not try to get on or off the bus while it is in motion.
7. The students should not extend head or arms out of the bus windows.
8. The students should observe instructions from the driver when leaving the bus.
9. Any damages to a bus must be paid for by the student responsible for the damages.
10. The driver will not discharge riders at places other than that of the regular stop near home or school, unless proper permission is given by parent/school official.

Students who fail to observe these rules will be subject to disciplinary action since failure to do so may affect the safety of others. Bus drivers may also issue a **Bus Conduct Form** for inappropriate behavior. Inappropriate behavior on a bus may result in suspension from riding. A Bus Conduct Form will be considered an Office Referral.

## Cafeteria Rules

- When entering, move quietly in single file while keeping your hands to yourself.
- Conversation is permitted, but loud talking or shouting is not. Eating your food is the major objective while in the cafeteria.
- No food is to be taken from the cafeteria.
- **No glass bottles or soda pop** will be allowed at lunch.

## Character Education

**Kids with Character** – The grade level teachers will choose one student from each classroom who has demonstrated the characteristics of the *Character Word for the Month* in their classroom the previous week. The student will be recognized and have their picture in the newspaper. The Character Education Program is an on-going program that may have also have alterations during the school year.

## Communications to School

**Health**---A child healthy enough to attend school is considered healthy enough to participate in playground activities and will be expected to do so. When it is necessary for a pupil to be excused from playground activities for a period of time, a written note from the student's doctor stating the reason should be provided. To be excused from participating in physical education classes, a written note from a doctor must be sent to the teacher. A note from a doctor is also required for exceptions in dietary needs.

**Transportation**---A student must have a note if there is any **change** in the way he/she is to go home. If a student does not have a note, the child will be sent home their normal way.

**Reporting absences from school**---Any pupil, who is to be absent during the school day, must be called for by the parents or other authorized person. It may be necessary for school personnel to ask for identification of persons before releasing children to any individual. The parent may send a note with the child, to the teacher, on the day he/she is leaving early, stating the reason and time for dismissal. Parents must sign the child out in the school office.

**Custody cases & restraining orders**---Parents must notify the office and provide copies of any custody court paperwork and/or restraining orders to help the school personnel assist in ensuring the safety of your child. We are unable to uphold the court ruling or know a change in the ruling, without the documents.

**Phone calls-- students:** Students will not be called to the telephone during the instructional day and students will not use the phone except for emergencies.

## Communication Arts Program

### **Reading at Santa Fe Elementary:**

*Nothing in a child's education is more important than learning to read. Research has shown that good readers are students who have been exposed to books at an early age, repeatedly read to, and once reading, practice it daily to perfect these skills.*

Students may bring home a Daily Reading Log for parents to verify that reading is practiced in the home. Reading Logs require students to read *at least twenty (20) minutes* every night. This form is for parents to document the date, the subject read, minutes spent reading and a place for their signature. Reading Logs will be collected by the teachers for review and may be counted as part of the student's reading grade. Santa Fe recognizes the MSTA and DESE Reading Circle Program

### **Requirements for the Reading Circle Program are as follows:**

Pre K - Grade 2            20

Grade 3 – Grade 6        16

A student who receives a reading circle certificate at the end of each grade level will receive a life-time reading certificate at the end of their sixth grade year. Reading Circle documentation is based on Book Reports.

### **Writing Exchanges at Santa Fe Elementary:**

Writing is an important part of the curriculum at Santa Fe Elementary School. On several occasions during the school year, each grade will be paired with another grade level to do a writing activity together. This is called a Writing Exchange.

## Complaint Procedure

Should a problem arise with your child concerning school matters, please arrange a time to discuss the situation first with the appropriate staff member. If you feel the matter is not resolved, please schedule a time to review the problem with the building administrator. If after meeting with the principal you feel there has been no resolution made, you may contact the district superintendent for further review. The district's Board of Education would be the final step in this appeal/complaint process.

## Corporal Punishment

Corporal punishment, as a measure of correction or of maintaining discipline and order in schools, is permitted. It shall be used only upon the recommendation of the principal. Corporal punishment shall be administered only by swatting the buttocks with a paddle. When it becomes necessary to use corporal punishment, it shall be administered so that there can be no chance of bodily injury or harm. Striking a student on the head or face is not permitted. A staff member may, however, use reasonable physical force against a student without advance notice to the principal, if it is essential for self-defense, for the protection of other persons, or the property of the school district.

## Elementary Counseling Program

The Santa Fe School Board has approved the use of the Missouri Comprehensive Guidance Program for the Santa Fe School District. The program consists of Classroom Guidance visits that cover the following educational areas: Career Exploration, Knowledge of Self and Others, and Study Skills. The elementary counselor will visit each classroom, grades K-6, for 25 minutes each week. The Comprehensive Guidance Program also provides for Individual Counseling for students who request it or who are referred by parents, teachers or administration. The Counseling Program is in place to serve all elementary students. If parents do not want their child to participate in the counseling program or if you have any questions about the program, contact the counselor at the elementary school Monday through Thursday.

## Dress Code

Pupils will be required to dress in good taste at all times. Unusual dress fads will not be allowed. If there is a problem, clothing will be given to them to change into and their parents will be contacted.

- Any student dress or hair that interferes with the educational atmosphere or the safety of the students may result in disciplinary action if continued interference occurs. This includes, but is not limited to, Mohawk, spray-painted or unnaturally colored hair, face paint, tattoos, etc.

- Clothing with offensive language/pictures and shorts/skirts/clothing items that aren't to fingertip-length---or do not cover the student appropriately-- will not be permitted. Backs, shoulders and fronts should be covered.
- It is recommended that students dress appropriately according to the weather conditions. Students do go outside for noon recess during the winter and coats, hats and gloves need to be worn.
- Bare midriiffs, halter-tops, strapless, or spaghetti strap garments of any description or spandex shorts, as an outer garment, are not permitted.
- Shoes must be worn at all times. Shoes with built-in roller skates are not allowed.
- Hats, caps, visors, head coverings and/or sunglasses are not appropriate in the building.
- The principal will make the final determination on the appropriateness of student attire.

### Educational Records

The District will comply with the mandates of the Family Educational Rights and Privacy Act (FERPA) and the Safe Schools Act regarding confidentiality of student records and disclosure of personally identifiable information. For a full-text version of this district policy 2400, please contact the school office.

### Emergency Information

Please listen to **KMMO** (Marshall) or **KMZU** (Carrollton) for announcements regarding inclement weather and possible school closings. Please do not call the school unless it is an extreme emergency since incoming calls will tie up the line when it is necessary for the school to make important calls to help ensure the safety of the children. You may also register to receive text-casting emails/messages from the school website at <http://www.santafechiefs.k12.mo.us>. In the event we need to dismiss early, we will also share this information in that manner. Fire, Tornado, Hall Freeze, and Bus Evacuation drills are also practiced in our building and on the busses to prepare for such emergencies.

### Food Service Program

Breakfast is served each morning at 7:40. We will stop serving breakfast when the last bus students have been served or at 7:55, whichever is last. Cost of a breakfast is \$1.40 a day. **No charges** will be allowed for the breakfast program. A free/reduced lunch application, when approved, also applies to the breakfast program. A reduced breakfast cost is 30 cents.

Lunch is served each day and will cost \$1.90. Lunches may be paid for daily, weekly or monthly. Children may choose to bring a sack lunch and purchase milk separately for 25 cents. **No charges** will be allowed for the lunch program. Applications for free/reduced lunches may be picked up at the office. A reduced lunch costs 40 cents.

### Grading Scale

The following is the grading scale used in elementary grades:

100-94 A	89-87 B+	79-73 C+	69-67 D+	59-0 F
93-90 A-	86-83 B	76-73 C	66-63 D	
	82-80 B-	72-70 C-	62-60 D-	

Art, Music, P.E. and Band will receive the grades of E (Excellent), S (Satisfactory), and U (Unsatisfactory).

### Interview with Juvenile, & Law Enforcement Officials

The Santa Fe R-10 School District has legal jurisdiction over students during the school day and hours of approved extracurricular activities. The school administration is responsible for making an effort to protect each student's rights with respect to interrogations by law enforcement. The district will work with the Division of Family Services as required by law.

**Interview with Law Enforcement Officials---** When law enforcement officials find it necessary to question students during the school day or periods of extra-curricular activities, the principal or designee will be present, and the interview will be conducted in private. The principal will verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school. The principal ordinarily will make reasonable efforts to notify the student's parents/guardians.

**Interview with Division of Family Services Personnel---**The Division of Family Services (DFS) may find it necessary to interview students during the school day or during periods of extracurricular activities when an emergency situation exists or when interviewing in the home setting would be inappropriate. The principal will verify and record the identity of the DFS staff person who will explain the need to question or interview the student at school.

## Learning Links

Learning Links is a pullout gifted education/enrichment program offered to students in grades two through six who have met the criteria for entrance into the program. Referral for this class is based upon recommendation by the teacher and an "Advanced" level on the MAP Assessment in Communication Arts, Math, or Science in grades 3-6. An individualized intelligence test and a faculty questionnaire are administered for further advancement towards this specialized class, which promotes critical thinking, exploration, fact-finding and creative projects. Parents will be notified if students meet the first criteria to sign permission papers for further evaluation.

## Lost & Found

To help identify lost articles, please put your child's name in or on every item they might bring to school. If your child should lose an item, he/she should check with the office as soon as the loss is discovered. With proper identification, the article will be returned. All unclaimed items will be disposed of at the end of the school year.

## Medical Information

### ***Administering Medications***

With the exception of students in special education programs, or those with Section 504 Accommodation Plans, the school district is not obligated to supply or administer medication to children. However, the Board recognizes that some students may require medication for chronic or short-term illness during the school day to enable them to remain in school and participate in their education. Transportation of medications (prescription or over-the-counter) will be the responsibility of the parent/guardian. It should not be sent to school with the student. Therefore, the Board directs the superintendent to establish procedures for the administration of medication for any student provided the following requirements are met:

- I. Prescription Medication
  - A. The student's physician shall provide the school with a written request that the student be given medication during school hours. The request shall state the name of the student, name of the drug, dosage, frequency of administration, how the medication is to be given and the doctor's name. The prescription label will be considered an equivalent of the physicians' order for short-term medication. When possible, descriptions of any adverse effects and any emergency instructions will be provided.
  - B. The parent/guardian will provide written request that the school district comply with the physician's request to give medication. The district will not administer the first dose of any medicine.
  - C. The parent/guardian will supply the medication in a properly labeled container from the pharmacy with only those doses to be given at school, and with instructions for any special need for storage, e.g. refrigeration. Medication supplies should not exceed a 30-day supply.
- II. Over the counter Medication
  - A. A written standing order or written protocol for the administration of over the counter medications in school may be secured from a physician for an individual student or for a group of students.
  - B. Written permission must be obtained from a parent/guardian to administer over the counter medications, which have been prescribed. Medications must be in the original bottle. This permission must be renewed at least annually.
- III. Emergency Medication

Parents must provide the school with proper equipment and medication to be administered in the event of a severe allergic reaction. The emergency medication and physician's orders for such medication shall be kept in a secure location but easily accessible to a qualified designated person.
- IV. Self-Administration of Medication

A physician may recommend that an individual student with a chronic health condition assume responsibility for his or her own medication as part of learning self-care, e.g. inhaler used for asthma.

  - A. The student's physician shall provide the school with a written request that the student be allowed to administer the medication during school hours.
  - B. A parent/guardian shall provide a written request that the school district comply with the physician's request.

## V. Documentation

Records documenting the student's name, date, time, name of medication, dosage administered, and signature of the individual who administered the medication must be maintained.

**Communicable Disease Policy:** When a student is sent home from school or is not in attendance at school with an acute communicable disease (I.E. vomiting, strep throat, diarrhea, fever equal to or greater than 100 degrees) the student must be symptom free for twenty-four hours before returning to school and the student cannot return to school the same day he/she is sent home by the nurse or designated personnel.

### **Pediculosis (Head Lice) Policy/Procedure**

1. The Santa Fe R-10 School Nurse will screen students for the presence of pediculosis. Routine screenings will occur at random times.
2. Students will be called to the health room on a class-by-class basis. There will be only one student present in the health room at a time, unless an assistant is helping with checks. In that case there will be two present.
3. If evidence of pediculosis and/or a nit is identified, the parents will be contacted to come and pick the child up from school and will be given instruction on treatment options. The student will be excluded from school until he/she has been adequately treated. The Santa Fe R-10 School District has a **No Nit** policy for students returning after treatment and/or at any screening time nits are identified.
4. When the student returns to school, he/she must be checked and cleared by the school nurse and/or identified school personnel to gain readmission to school. Students must bring the box top from the decontaminate used and/or container, if alternative treatments were used (Olive oil, Mayonnaise, etc.).
5. If any nits or pediculosis remain the student will be sent home again. The student is excused one (1) days' absence due to Pediculosis/nits. Further absences will not be considered excused absences.
6. If a student is found to have pediculosis/nits by school nurse/personnel for three consecutive screenings, the student/parent/guardian will be referred to the County Health Department for further screenings and additional instructions.
7. The parent/guardian is responsible for obtaining a written statement from the Health Department in order to validate that the student was seen and recommendations given. This written statement must be given to the Santa Fe R-10 school nurse and/or building principal. This information will determine if the student is currently in compliance with the Santa Fe R-10 Pediculosis Policy and are eligible to return to school and participate in school activities.
8. During the course of the year, if the school nurse/personnel receives a referral indicating a child has pediculosis (head lice), it will be necessary to screen only that classroom and siblings.
9. Any decisions are subject to review by the Santa Fe R-10 school nurse, administration, and/or the Santa Fe R-10 Board of Education.

## Santa Fe R-10 Foundation, Inc.

The **Santa Fe R-10 Foundation, Inc.** has been established as an independent funding source to assist the Santa Fe R-10 School District in its goal of providing a high quality education by:

\*Purchasing equipment and supplies which cannot be readily acquired with District funds.

\*Establishing an endowment fund for long-term support of the District; and

\*Providing academic scholarships to students and graduates of the District.

Your monetary donation to the Santa Fe R-10 Foundation is tax deductible. For more information, contact the superintendent's office.

## School Pictures

Student fall pictures will be taken on **August 21st**, beginning at 7:30 A.M. Every student will be photographed for the purpose of having his or her picture placed in the elementary yearbook. Parents wishing to buy picture packages must pay when photos are taken.

## School Property

Students at Santa Fe are responsible for all books, materials and equipment that are owned by the school including textbooks issued to them. Should a student lose, destroy or damage any school property, they will be responsible for paying for repairs or the cost of replacement.

## School Visitors

All doors to the building will be locked except the main entrance by the office. All visitors are to go to the office. Should you wish to visit with a teacher personally, please arrange it with the teacher in advance and check in at the office and get a building pass. Students are not to bring relatives or friends with them to school.

## Student Council

A student council is organized at the beginning of each school year for grades four, five and six. Sixth grade students interested in seeking the office of President shall complete an application for the position with a parent signature. A school-wide election will be held for this office. Classroom elections will be held to select the class representatives to the council. Representatives shall also complete a parent permission form before their name is placed on the ballot. Each grade will have three representatives. Parents of the council members will play an important part in the success of many of the activities sponsored by this group and should plan to assist with many of the projects.

## Testing

The MAP (Missouri Assessment Program) test is given in the spring to students in grades three through six. Third, fourth, fifth and sixth graders will take the Math and Communication Arts MAP tests. Fifth graders will also take the Science MAP tests. The students in grades K-2 will take the Stanford 10 Achievement Tests at the end of the school year.

## Student Discipline

***As no document can encompass all situations, this code of conduct serves as a guideline to help administration make decisions. Compounding and mitigating factors will be considered; administration has the authority to make final discipline decisions based upon the facts in each individual case.*** The staff at Santa Fe Elementary believes that teaching student responsibility is an important element of an effective discipline program. The foundation for student success is set through establishment of high expectation for students' behavior, positive reinforcement of appropriate behavior, and logical consequences for misbehavior. This structure teaches students to make choices and accept the rewards/consequences for their choices in terms of behavior.

Classroom teachers will discuss their classroom and school expectations with the students at the beginning of the year. We also believe strongly in the importance of parent-teacher partnerships, therefore, ongoing dialogue regarding student progress is encouraged. Please contact your child's teacher with suggestions, questions, and ideas that you might have that you feel would enhance their working relationship and your child's program at school.

The final consequence for disregarding classroom, playground, lunch, hallway and bus rules is an office referral. If the student is causing a flagrant disturbance, the student does not work through the classroom discipline system but at that time is immediately referred to the office. When the student is sent to the principal for disciplinary action, the Student Discipline Policy will be utilized, depending upon the severity of the offense. Parents will receive information regarding any disciplinary situation involving their child. Parents will be asked to conference with the student, teacher and administration at school.

### **Santa Fe Elementary Behavioral Expectations**

#### **Behavioral Expectations:**

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

#### **Behavioral Objectives:**

All school personnel have the responsibility to instruct, guide, and supervise students during school and at school sponsored activities. The behavioral objectives of our school shall be to promote positive learning, to provide students with positive experiences along with effectively responding to unacceptable student behaviors. The objectives of our actions shall be to; 1) promote appropriate and acceptable student behavior, 2) develop student character and power of self-control, and 3) to correct inappropriate student behavior.

### **Corrective Disciplinary Actions:**

Administrators have the authority to use discretion in determining the appropriate disciplinary steps, depending on the severity and frequency of incidents. Disciplinary action will be taken by staff members, with parent/guardian involvement, when appropriate, to correct unacceptable student behaviors. ***When deemed necessary, appropriate documentation will be filed in the student disciplinary records.*** Every attempt will be made to exercise reasonable judgment, respect for the rights of the person, and compliance with legal procedural requirements while dealing with unacceptable behaviors.

Infractions that occur at school, at school-related activities or on school grounds are subject to, but not limited to, the disciplinary actions/measures listed below. Individual cases will take into account the age of the student and the severity of the incident.

### **Behavioral Interventions:**

Depending on the nature of the inappropriate behavior, the options for disciplinary action at Santa Fe Elementary are:

- 1) **Student/Principal Conference:** A conference with the student to obtain a commitment, oral or written, for correcting behaviors.
- 2) **Assigned Tasks:** The student shall be assigned specific assignments/tasks to be completed.
- 3) **Loss of Privileges:** The student may lose the privilege of certain school activities.
- 4) **Activity Restriction:** The student may be required to spend a period of time out of a specific classroom or area. During this time, the student may be isolated in the office/designated area for a period of time for the safety of self and others.
- 5) **Intervention Plan:** A *Student Plan for Success* may be developed by the staff, with input from the parents, to modify the student's school day and activities.
- 6) **Parent Contact:** The parents may be made aware of incident via phone or in writing.
- 7) **Parent Conference:** A parent conference may be required to inform parents of the incident, consequences and to provide or obtain further information.
- 8) **Restitution:** The student may be required to clean up, repair or compensate for the lost or damaged property or article.
- 9) **Activity Expulsion/Suspension:** The student may be suspended or expelled for certain extra-curricular or co-curricular activities.
- 10) **In-School Suspension:** The student may be assigned in-school suspension by the principal.
- 11) **Out-of-School Suspension:** The student may be suspended from school by the principal for a period of up to ten (10) days. The superintendent of schools may suspend a student from school for a period of up to one hundred and eighty (180) days.
- 12) **Expulsion:** Based on the severity of the incident, a student may be expelled from school by the Board of Education.
- 13) **Notification of legal authorities:** School personnel may contact the appropriate legal authorities when deemed necessary.

### **Santa Fe R-10 Elementary School -Discipline Guide**

**Discipline Code:** No discipline code can be expected to list every offense that can and/or will occur at school. Nor can a discipline code anticipate all conditions, attitudes and circumstances involved in the individual disciplinary infraction. Consequently, the following is a list of school behavioral violations and the possible actions that could be taken. This list of infractions and consequences is not meant to be all inclusive. The building administrator(s) may choose to deviate from this code if they feel it appropriate for the infraction or occasion. Multiple infractions/incidents will be cumulative and may lead to more serious consequences. Additionally, with regard to any misconduct which may involve a violation of local, state or federal law, school officials may at their discretion, choose to notify appropriate legal / law enforcement authorities.

<b>Infraction / Definition</b>	<b>Offense</b>	<b>Possible Consequence / Action</b>
ISS – In-school suspension		OSS – Out-of-school suspension
<b><u>Arson</u></b> Intentionally causing or attempting to cause a fire or an explosion.	First	10-180 days OSS or expulsion, notification of law enforcement
	Subsequent	10-180 days OSS or expulsion notification of law enforcement
<b><u>Assault / Battery of Student</u></b> The use of physical force by touching or striking another person against his or her will or with the intent to do bodily harm to another student.	First	Loss of privileges, Activity Restriction, ISS, up to 10 days OSS or expulsion Notification of law enforcement
	Subsequent	Loss of privileges, Activity Restriction, Intervention Plan, Parent Conference, ISS, up to 180 days OSS or expulsion Notification of law enforcement
<b><u>Assault / Battery of Staff Member</u></b> The use of physical force by touching or striking a staff member against his or her will or with the intent to do bodily harm to a staff membe.	First	Activity Restriction, ISS, up to 10 days OSS or expulsion, Parent conference prior to return to class, Notification of law enforcement
	Subsequent	Activity Restriction, ISS, up to 180 days OSS or expulsion, Parent conference prior to return to class, Notification of law enforcement
<b><u>Bullying</u></b> Bullying is the intentional action by an individual or group of individuals to inflict intimidation, unwanted aggressive behavior, or harassment that is 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, suber-bullying, electronic or written communication, and any threat of retaliation for reporting acts of bullying. (see Policy 2655)	First	Principal/student conference, loss of privileges, Activity restriction, ISS, up to 180 days, OSS or expulsion, referral to appropriate authorities

<b><u>Bus Misconduct</u></b>		
Any offense committed by a student on a District owned or contracted bus shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, bus-riding privileges may be suspended or revoked.		
<b><u>Chronic Misbehavior</u></b>		
A student could be considered to have exhibited chronic misbehavior if he/she has the following: ---five or more office referrals that result in loss of privileges or activity restrictions ---two or more office referrals that result is suspension (ISS or OSS) ---an extraordinary amount of office/focus room referrals as a result of inappropriate behaviors The following intervention actions/steps may be utilized when a student has exhibited behavior that continually disrupts the educational environment: ---development of an intervention plan (behavior plan) ---establishment of a counseling schedule (provided by the school counselor) ---an alternate educational placement may be provided		
<b><u>Cheating (Plagiarism)</u></b> Dishonesty while completing schoolwork, plagiarism and/or falsifying or altering records.	First	Automatic zero (0) on assignment Activity Restriction
	Subsequent	Automatic zero on assignment, Activity Restriction, ISS, up to 10 days OSS, loss of credit for quarter, dismissal from class
<b><u>Disrespectful Speech / Conduct</u></b> Disrespectful verbal, written or symbolic language or gestures are deemed inappropriate to public setting that are directed at a staff member	First	Principal/student conference, loss of privileges, Activity Restriction, ISS, up to 180 days OSS or expulsion, referral to appropriate authorities
	Subsequent	Parent Conference, Intervention Plan, ISS, up to 180 days OSS or expulsion, referral to appropriate authorities
<b><u>Disruptive Speech / Conduct</u></b> Conduct or verbal, written or symbolic language, which materially or substantially disrupts classroom work, school activities or school functions	First	Principal/student conference, loss of privileges, Activity Restriction, ISS, up to 180 days OSS or expulsion, referral to appropriate authorities
	Subsequent	Parent Conference, Intervention Plan, ISS, up to 180 days OSS or expulsion, referral to appropriate authorities
<b><u>Dress Code</u></b> Wearing clothing or accessory items which may disrupt the educational environment. Please refer to "Student Dress" in the Santa Fe Elementary Handbook	First	Principal/student conference, change of clothes, Activity Restriction, ISS
	Subsequent	Principal/student conference, change of clothes, Activity Restriction, Parent Conference, ISS, up to 10 days OSS
<b><u>Drugs and Alcohol – Possession</u></b> Possession of or attendance under the influence of any unauthorized prescription drug, alcohol, narcotic substance, counterfeit drugs or drug-related paraphernalia.  Consequences for offenses involving controlled substances apply while at school, on the school playground or school parking lot, on a school bus or at a school activity, whether on or off school property.	<b>Substance will be confiscated. Student will be detained and released to parent/guardian only.</b>	
	First	Activity Restriction, ISS, up to 180 days OSS, referral to appropriate authorities,
	Subsequent	10-180 days OSS or expulsion, referral to appropriate authorities

<p><b><u>Drugs and Alcohol –Distribution</u></b>  Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, counterfeit drug and / or drug related paraphernalia.  Consequences for offenses involving controlled substances apply while at school, on the school playground or school parking lot, on a school bus or at a school activity, whether on or off school property.</p>	<p><b>Substance will be confiscated. Student will be detained and released to parent/guardian only.</b></p>	
	First	Activity Restriction, ISS, up to 180 days OSS, referral to appropriate authorities
	Subsequent	10-180 days OSS or expulsion, referral to appropriate authorities
<p><b><u>Extortion</u></b>  Verbal threats or physical conduct designed to obtain money or other valuable items</p>	First	Principal/student conference, Activity Restriction, ISS or 1-10 days OSS
	Subsequent	Activity Restriction, Intervention Plan, Parent Conference, ISS, up to 180 days OSS or expulsion
<p><b><u>False Alarms</u></b>  Tampering with emergency equipment, setting off false alarms or making false reports.</p>	First	Principal/student conference, Activity Restriction, ISS, 1-180 days OSS or expulsion, referral to appropriate authorities
	Subsequent	Parent Conference, ISS, up to 180 days OSS or expulsion, referral to appropriate authorities
<p><b><u>Fighting</u></b>  Mutual combat in which both parties have contributed to the conflict, either verbally or by physical action.</p>	First	Principal/student conference, loss of privileges, Activity Restriction, ISS, 1-10 days OSS or expulsion, referral to appropriate authorities
	Subsequent	Loss of privileges, Activity Restriction, Intervention Plan, ISS, up to 180 days OSS or expulsion, referral to appropriate authorities
<p><b><u>Forgery</u></b>  Altering records, grade cards, falsifying information, withholding information or lying.</p>	First	Principal/student conference, loss of privileges, Activity Restriction, ISS
	Subsequent	Loss of privileges, Activity Restriction, ISS, up to 180 days OSS or expulsion, referral to appropriate authorities
<p><b><u>Gangs</u></b>  Gang activities, whether verbal, written or symbolic which substantially disrupts the educational environment</p>	First	Principal/student conference, Activity Restriction, ISS, up to 10 days OSS or expulsion, referral to appropriate authorities
	Subsequent	Parent Conference, ISS, up to 180 days OSS or expulsion, referral to appropriate authorities
<p><b><u>Harassment – Sexual Inappropriate Touching/Language</u></b>  Unwelcome, repeated advances, physical conduct deemed inappropriate for school or communicating of a sexual nature, including gender based harassment that creates an intimidating, hostile, or offensive educational or work environment.  Inappropriate behavior which portrays sex or sexual conduct in a manner that is offensive will not be tolerated in the school setting. (See Board Policy P2130 at the end of student handbook.)</p>	First	Principal/student conference, loss of privileges, Activity Restriction, ISS, up to 10 days OSS
	Subsequent	Loss of privileges, Activity Restriction, Parent Conference, Intervention Plan, ISS, up to 180 days OSS or expulsion, referral to appropriate authorities

<p><b>Harassment – Nonsexual</b> Use of words, actions, verbal or written or symbolic meant to harass or injure another person, ex. threat of violence or defamation of a person's race, religion, gender or ethnic origin.</p> <p>Constitutionally protected speech will not be punished.</p>	First	Principal/student conference, loss of privileges, Activity Restriction, ISS, up to 10 days OSS
	Subsequent	Loss of privileges, Activity Restriction, Parent Conference, Intervention Plan, ISS, up to 180 days OSS or expulsion, referral to appropriate authorities
	Repeatedly annoying or attacking a student, a group of students or staff, which creates an intimidating or hostile educational or work environment will be considered harassment and will not be tolerated.	
<p><b>Insubordination (Defiance)</b> Continued disregard for school rules, failure to respond to reasonable direction and/or threats to authority</p>	First	Principal/student conference, loss of privileges, Activity Restriction, ISS, up to 180 days OSS or expulsion, referral to appropriate authorities
	Subsequent	Parent Conference, Intervention Plan, ISS, up to 180 days OSS or expulsion, referral to appropriate authorities
<p><b>Possession of Disallowed items</b> Having in possession at school or on school bus or on school property – items that are not necessary for the learning environment, (ex. – toys, radios, pagers, beepers, hand-held phones, or any facsimile thereof)</p>	<b>The police may be contacted for professional and legal assistance. Items will be confiscated and will be turned over to parents/guardian.</b>	
	First	Principal/student conference, loss of privileges, Activity Restriction, ISS, 1-180 days OSS or expulsion, referral to appropriate authorities
	Subsequent	Activity Restriction, Intervention Plan, Parent Conference, ISS, 1-180 days OSS or expulsion, referral to appropriate authorities
<p><b>Public Display of Affection</b> Physical contact that is inappropriate for the school setting.</p>	First	Principal/student conference, loss of privileges, Activity Restriction, ISS, up to 180 days OSS or expulsion, referral to appropriate authorities
	Subsequent	Activity Restriction, Intervention Plan, Parent Conference, ISS, up to 180 days OSS or expulsion, referral to appropriate authorities
<p><b>Theft</b> Nonconsensual taking or attempting to take the property of others.</p>	First	Principal/student conference, restitution, loss of privileges, Activity Restriction, ISS, up to 10 days OSS or expulsion, referral to appropriate authorities
	Subsequent	Restitution, Activity Restriction, Intervention Plan, Parent Conference, ISS, up to 180 days OSS or expulsion, referral to appropriate authorities
<p><b>Tobacco – Possession of</b> Possession of any tobacco product on school grounds, bus or at any school activity.</p>	First	Principal/student conference, confiscation, loss of privileges, Activity Restriction, ISS
	Subsequent	Confiscation, Activity Restriction, Parent Conference, ISS, up to 10 days OSS or expulsion, referral to appropriate authorities
<p><b>Tobacco – Use</b> Use of any tobacco products on school grounds, bus or at any school activity.</p>	First	Principal/student conference, confiscation, loss of privileges, Activity Restriction, ISS, up to 3 days OSS
	Subsequent	Confiscation, Activity Restriction, Intervention Plan, Parent Conference, ISS, up to 10 days OSS or expulsion, referral to appropriate authorities

<u><b>Truancy</b></u> Absence from class or classes without authorization.	First	Principal/student conference, loss of privileges, Activity Restriction, up to 3 days ISS, referral to appropriate authorities
	Subsequent	Activity Restriction, up to 10 days ISS, up to 5 days OSS, referral to appropriate authorities
<u><b>Vandalism</b></u> Intentional damage or attempt to damage property belonging to the staff, student or the District.	First	Principal/student conference, restitution, loss of privileges, Activity Restriction, ISS, up to 180 days OSS or expulsion, referral to appropriate authorities
	Subsequent	Restitution, Activity Restriction, ISS, up to 180 days OSS or expulsion, referral to appropriate authorities
<u><b>Weapon – Possession, use or attempted use of</b></u> Having in possession, using or attempted use of a weapon at school or on school bus or at school sponsored activity.	First	Principal/student conference, confiscation, loss of privileges, Activity Restriction, ISS, up to 180 days OSS or expulsion, referral to appropriate authorities
	Subsequent	Confiscation, 10 to 180 days OSS or expulsion, referral to appropriate authorities

- **Students may be denied the privilege of attending their class field trip(s) and trips away from the school setting if they have accumulated multiple Discipline Referral Forms during the quarter or school year and/or at the discretion of the building principal.**
- **Students who are spending a period of out of school suspension, or who are receiving homebound instruction, due to disciplinary actions, will not be allowed to attend school activities or be on school grounds for the duration of the suspension or homebound instruction.**

### Toys/Games/Phones, Etc.

Students are discouraged from bringing personal belongings such as toys, phones, and electronic devices to school. The school is not responsible should these personal items be broken, lost or stolen. If they are brought to school, unless it is a scheduled Show & Tell, they are not to be out between time of arrival and dismissal. If they are seen or heard without the consent of the supervising adult, they will be kept in the teachers/principal's possession until May or until a parent comes to get the item. Repeated incidents may result in a disciplinary referral and/or additional time in which the items are kept by school personnel.

### Transferring Students

Parents of children who are leaving the district and transferring to another school should notify the office a few days in advance of the child's last day. The new school will send Santa Fe a release form and all records are then sent directly to the new school from the Santa Fe school office. Any money owed the school must be paid as well as all library books and textbooks returned before the students leave.

### Video & Publication Information

The Santa Fe School District is involved with many innovative programs, and we are often asked to share information about our programs with other groups. As a part of the sharing process, we may elect to videotape or take photographs of pupils engaged in a particular learning activity (i.e. music performances, sports programs, etc.) These videotapes/photographs would be used for educational purposes, as we share our programs with other professionals, students and civic groups. Pictures and first names of students may be displayed on our website for the parents to view. Pictures may also be placed in the area newspapers with the students' name for items such as our Character Program. **Parents need to specify, in writing, if they would prefer that their student not be a part of these groups which may be videotaped/photographed for educational purposes in the school setting and/or for the school website.**

## Extra-Curricular Activities

Students in fourth, fifth and sixth grades have the opportunity to participate in several extra-curricular activities. Students must have parent permission to participate. The sponsors of these activities will issue permission forms, which students will bring home for parents to complete and sign. To participate in the following extra-curricular activities, a student must have at least a C- average and cannot have any F grades on their progress and/or report card for the grading period prior to the beginning of the activity. In addition, students may not receive two *Discipline Office Referrals* or *Bus Conduct forms*, in any combination during their participation. Five forms will be allowed for year-long activities.

**Athletic Programs---** All students ***must*** have a physical form with proof of insurance coverage on file with the coaches of these teams before they will be allowed to begin practices. A student must have at least a C- average and cannot have any F grades on their progress and/or report card for the grading period prior to the beginning of the practice or throughout the season of participation to participate in games. *Prior to the start of the season:* If they do not meet these criteria and are deemed currently ineligible, they will be expected to practice with the team, provided the next midterm/report card will be distributed *prior to the first game* of that season, otherwise, they will not be allowed to participate for that season.

*During the Season:* If they do not meet these criteria and are deemed currently ineligible after games have started, they will be expected to practice with the team if the next grading period is prior to the end of the season, however, they may not dress out or sit with the team until they achieve eligible status at the next midterm/report card period.

**Math Team---** Students in grades four, five and six, will be selected by their teachers for the Math team to represent Santa Fe Elementary School. Members of this team practice on designated days after school to participate in the Santa Fe Math Relays and other math relays in our area.

**Band--** Band at Santa Fe Elementary begins in the 6<sup>th</sup> grade. Through instrument displays, demonstrations and actual playing experience, students choose an instrument to play in band. If a student doesn't already have an instrument, a Music Service will be at the school at a designated time for parents to rent or buy the instrument of their choice. (A notice with the actual date and time of the meeting will be sent home at the start of the school year.) The school does not provide instruments for students. They play at two concerts and music contest during the year.

**Santa Fe Singers---** This select group of singers is open to girls and boys in grades four, five and six. Auditions are held early in the school year for entrance into this lively group, which performs at concerts and other special occasions. Each year there is a minimal expense to cover the group's outfit/uniform.

## Elementary Athletics

**VOLLEYBALL**—Girls in grades five and six may participate in team volleyball providing the above mentioned qualifications have been met. Games are scheduled against area schools as well as Santa Fe hosting a tournament. Should a significant number of students to form a team be lacking, fourth grade students will be offered the opportunity to play.

**BASKETBALL**—Girls and boys in grades five and six may participate in team basketball providing the above mentioned qualifications have been met. Games are scheduled against area schools and there is usually participation in three tournaments, one being the annual Santa Fe Elementary Invitational Tournament. Should a significant number of students to form a team be lacking, fourth grade students will be offered the opportunity to play.

**TRACK**—Girls and boys in grades five and six may participate in running track provided that the above mentioned qualifications have been met. There are three major track meets where the athletes have the opportunity to win ribbons in various events. Should a significant number of students to form a team be lacking, fourth grade students will be offered the opportunity to play.

**Physicals:** One physical lasts a calendar year and will cover any sport that a student participates in. Parent permission forms are required for each individual sport and cheerleading.

**Transportation:** Parents must provide transportation to and from all practices and games.

**Admission:** Santa Fe Elementary charges an admission of \$2.00 for adults and \$1.00 for students to all home volleyball and basketball contests. Parents are used as gatekeepers and concession stand operators for all home contests. A work schedule will be sent home at the start of each sport's season. Everyone pays to enter a contest with the exception of game officials, clock operators, scorekeepers, coaches, players, and administrators. Proceeds from the concession stands

as well as gate receipts from each home contest fund the entire elementary athletic program. Expenses incurred during the school year include volleyball and basketball officials, trophies for the volleyball, basketball tournaments, plaques and ribbons for the Tomahawk meet, equipment and uniforms.

#### **PUBLIC NOTICE**

##### **Americans with Disabilities Act**

This School District complies with the Americans with Disabilities Act of 1990, Public Law 101-336 (ADA), which prohibits discrimination on the basis of disability. The ADA, as applied to school districts, requires that no qualified individual with a disability shall, on the basis of a disability, be denied the benefits of school district services, programs, or activities.

Accordingly, this School District will not refuse to allow a person with a disability to participate in a School District service, program, or activity simply because the person has a disability.

This School District will not provide services or benefits to individuals with disabilities through programs that are separate or different, unless the separate programs are necessary to ensure that the benefits and services are equally effective.

This School District will not subject individuals with disabilities to discrimination in employment under any service, program, or activity conducted by the School District.

This School District will take appropriate steps to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others.

This School District will make reasonable accommodations in policies, practices, or procedures when necessary to avoid discrimination on the basis of disability, unless a fundamental alteration in a School District program would result.

This School District will operate its programs so that, when viewed in their entirety, they are readily accessible to and usable by individuals with disabilities.

For further information: In accordance with Section 35.106 of the ADA's Title Two Regulations, all applicants, participants, beneficiaries, and other interested persons are advised that further information may be obtained from the School District and from the Office on the Americans with Disabilities Act, Civil Rights Division, U.S. Department of Justice, Washington, D.C. 20035-6118 (202) 514-0301 (Voice) or (202) 514-0381 (TDD). Braille, audiocassette, and computer diskette versions of this Public Notice are available from the School District.

#### **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 school, 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 Santa Fe 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 children with a developmental delay.

The Santa Fe 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 Santa Fe 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 Santa Fe 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 Office of Special Services, 108 North Chiefs, Alma, MO 64001 (660) 674-2236 with an appointment during school hours.

Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) that reside in the district. This census must be compiled by December 1 of each year. This information is treated as confidential and must include: name of the child; parent/legal guardian's name/address; birth date and age of the child; the child's disability; and the services provided to the child. If you have a child with a disability who is not attending the public school, please contact Stacey Smith, Director of Special Services, 108 N. Chiefs, Alma, MO 64001 or call 660-674-2236.

#### **Notice**

It is the policy of the Santa Fe R-10 School District to provide equal opportunities for all education programs and employment without regard to race, color, creed, national origin, or sex. Concerns or complaints regarding possible discrimination should be directed to the Title VI, Title IX or Section 504 Coordinator. The Superintendent of Schools is the coordinator of Title VI, Title IX and Section 504 and his office is located at 108 North Chiefs, Alma, MO (660-674-2238).

#### **Family Education Rights and Privacy Act (FERPA) Notice**

The Santa Fe R-10 School District provides the parents and students over the age of 18 the right to inspect and review personally identifiable information collected and used or maintained by the District relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading or violates the privacy or other rights of their children. Parents have the right to file complaints with the U.S. Department of Education or Missouri Department of Elementary and Secondary Education concerning alleged failures by the District to meet the requirements of FERPA.

Annual public notice should be presented to parents or eligible students that "Directory Information" will be released as deemed necessary by school officials. The school district designates the following items as Directory Information: student's name, parent's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended and photograph. Parents or eligible students will have ten (10) school days after the annual public notice to view the student's directory information and to provide notice in writing to the school district that they choose to not have this information released. Unless notified to the contrary in writing within the ten (10) school day period, the school district may disclose any of those items designated as directory information without prior written consent.

### **Program Credential Information**

According to The No Child Left Behind Act of 2001 (Public law 107-110) and the Missouri Department of Elementary and Secondary Education, upon your request, our district is required to provide to you in a timely manner, the following information:

- (1) Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- (2) Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- (3) Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- (4) 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:

- (1) Information on the achievement level of the parent's child in each of the state academic assessments as required under this part. (MAP test results are shared with parents who had students in grades 3-6 each fall at Parent Conferences.)
- (2) 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.

*Title I parents are welcome to contact the school district regarding our Title I Program teacher's teaching credentials. We assure you that our Title I teacher is highly qualified and certified to teach Title I Reading class, as well as, being certified to teach elementary education students. If you should any questions about the information above, please contact us at school.*

### **ESSA COMPLAINT PROCEDURES**

This guide explains how to file a complaint about any of the programs<sup>1</sup> that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act (ESSA) .

#### **Missouri Department of Elementary and Secondary Education**

#### **Complaint Procedures for ESSA Programs**

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##### **Complaints filed with the Department**

6. How can a complaint be filed with the Department?
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9. How will appeals to the Department be investigated?
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#### **1. What is a complaint under ESSA?**

For these purposes, a complaint is an allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

#### **2. Who may file a complaint?**

Any individual or organization may file a complaint.

#### **3. How can a complaint be filed?**

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

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

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

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

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

#### **6. How can a complaint be filed with the Department?**

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

1. A statement that a requirement that applies to an NCLB program has been violated by the LEA or the Department, and 2. The facts on which the statement is based and the specific requirement allegedly violated.

#### **7. How will a complaint filed with the Department be investigated?**

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

##### **The following activities will occur in the investigation:**

1. Record. A written record of the investigation will be kept.
2. Notification of LEA. The LEA will be notified of the complaint within ten days of the complaint being filed.
3. Resolution at LEA. The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. Report by LEA. Within thirty days of the complaint being filed, the LEA, will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.

5. Verification. Within ten days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, and/or telephone call(s).

6. Appeal. The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

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

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

**9. How will appeals to the Department be investigated?**

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. An independent on-site investigation may be conducted if the Department determines that it is necessary. The investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

**10. What happens if a complaint is not resolved at the state level (the Department)?**

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

*Programs include Title I, A, B, C, D, Title II, Title III.A.2, Title IV.A, Title VI, Title VII.C*

Revised 1/15 In

*compliance with ESSA Title IX Part C. Sec. 9304(a)(3)(C)*

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

**Nondiscrimination and Student Rights (Board Policy 2130 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.

**Protection of Pupil Rights**

**Amendment (PPRA)**

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and

It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:

1. Political affiliations;
2. Mental and psychological problems potentially embarrassing to the student and his/her family;
3. Sex behavior and attitudes;
4. Illegal, anti-social, self-incriminating and demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact us at the following address:

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



# Parent/Teacher Conferences

Parent/Teacher Conferences will be held Wednesday evening, October 17 (4:00 – 8:00), and on the afternoon and evening of October 18(1:00 – 8:00).

These conferences are to visit with your child's teacher(s) and pick-up their first quarter report card. Please list your children and indicate which day is best for your visit. We will do our best to accommodate your request if at all possible.

Wednesday, October 17 (4:00 – 8:00)\_\_\_\_\_

Thursday, October 18 (1:00 – 8:00)\_\_\_\_\_

**Please mark here if you are available at any time.**\_\_\_\_\_

Student's Name \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Siblings attending Santa Fe Elementary \_\_\_\_\_

\_\_\_\_\_

