



***Dent-Phelps R-III School
Student/Parent Handbook
2024-2025***

Board Approved: July 18, 2024

**TO THE PARENTS AND STUDENTS OF THE
DENT-PHELPS R-III SCHOOL DISTRICT:**

This handbook has been prepared especially for you as parents and students of the Dent-Phelps R-III School District. We hope many of your questions will be answered and that it will serve as a guide to acquaint you with various district policies and/or procedures. We also hope that you will take the time to read the handbook in its entirety and discuss the information with your child(ren). If you have any questions about anything contained in this handbook, please feel free to call me at 729-4680, or come by the school and talk to me personally.

Sincerely,

Karla Tiefenthaler
Principal

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Dent-Phelps R-III School Mission Statement

Value, Empower, and Educate Everyone,
Everyday



Dent-Phelps R-III School Vision Statement

The Vision of the Dent-Phelps R-III school district is to be a model district, meeting all standards of excellence, where all students achieve at high levels, empowering them to succeed in all future milestones of their lives.

Dent-Phelps R-III is a Professional Learning Community

A Professional Learning Community is a school where educators meet regularly, share expertise, and work collaboratively to improve teaching skills and the academic performance of students. It is a place where teachers accept the responsibility that all students can achieve at high levels, where we set goals, and we work together to meet those goals. We are proud to be a part of and serve this community and to work for the betterment of all of our students.

Value, Empower, and Educate Everyone, Everyday!

*Glossary of Terms on page 83

WELCOME To The Dent-Phelps R-III School District

School office hours are 7:30 a.m. to 4:00 p.m., Monday through Friday during the regular school term. School hours are 8:00 a.m. to 3:09 p.m. on Mondays and 8:00 a.m. to 3:27 p.m. Tuesday through Friday. Students need to be in their classroom by 7:55 a.m. and will be considered tardy after 8:00 a.m. If your child does not ride a bus to school, he/she should not arrive earlier than 7:40 a.m.

District and building accountability report cards are available on the District website www.dentphelps.org. (§160.522, Procedure KB-AP1).

District Policy Manual Access www.dentphelps.org

FOOD SERVICE

Breakfast is served from 7:40 a.m. until 7:55 a.m. All students are to go directly to their classroom after arriving at school unless they are having breakfast, in which case, they should go to the cafeteria. Students eligible for free or reduced lunch also qualify for free/reduced breakfast. Applications for the Free/Reduced Lunch Program will be sent home during the first week of school. Please return these forms as soon as possible.

Students will not be allowed to charge meals. A drop box for meal payments is located outside the main office. Payments may be made *in advance* by the week, month, quarter, or year. Please place your payment in a sealed envelope and label it with the following information:

- a. Name
- b. Grade
- c. Amount Enclosed

A list of current meal prices will be available at the beginning of the school year, or you can obtain this information from the main office at any time.

FOOD SERVICE MANAGEMENT *(Nondiscrimination in School Nutrition Programs)*

All information materials and sources, including websites, used by the Dent-Phelps R-III School District to inform the public about the district's food service program will contain the following information:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices and employees, and institutions participating in or administering USDA programs (including the district), are prohibited from

discriminating based on race, color, national origin, sex, disability, age or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by the USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.) should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact the USDA through the Federal Relay Service at 800-8778339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD3027) found online at https://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office, or write a letter addressed to the USDA and provide in the letter all the information requested in the form. To request a copy of the complaint form, call 866-6329992. Submit your completed form or letter to the USDA by:

1. Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, DC 202509410;
2. Fax: 202-690-7442; or
3. E-mail : program.intake@usda.gov.

This institution is an equal opportunity provider.

* * * * *

Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.

ACHIEVEMENT TESTING

Students attending Dent-Phelps R-III School are given achievement tests during the second semester of the school year. Students in grades 3 through 8 will take the Missouri MAP Test in various areas. Certain grades have been designated as “Benchmark” levels. In elementary grades, students are tested at the following grade levels:

Communication Arts	3 rd through 8 th Grade
Science	5 th and 8 th
Math	3 rd through 8 th Grade
Social Studies	Unknown

The scores from these tests are used in the school district evaluation process by the Missouri School Improvement Process (MSIP).

Students in grades 1 through 2 are given the GRADE (Group Reading Assessment and Diagnostic Evaluation) reading test, and the GMADE (Group Mathematics Assessment and Diagnostic Evaluation) which tests students on listening, word reading, word meaning, sentence comprehension, and passage comprehension. This test is given twice a year during the fall and again in the spring. Students entering kindergarten are given a screening and achievement test to determine readiness for school.

Parents will receive a “Parent Report” after MAP testing. If you have any questions about the report that are not answered by the explanation given on the back, please contact your child’s teacher.

DENT-PHELPS R-III WEB-SITE

Parents and students may access the latest news and information about our school on our website at www.dentphelps.org. Please note – because students’ names and photographic images may appear occasionally on our site, parents should contact the school office immediately with any objections to the use of their child’s name or photo. Parents can reach school administration via email at admin@dentphelps.k12.mo.us.

AT-RISK PROGRAM

The school has an At-Risk program (B.O.B.C.A.T Cares Team) that consists of seven staff members. It is the job of the committee to monitor student progress and provide assistance to teachers for students who are at-risk for academic failure.

ATTENDANCE

Pursuant to Section 167.031 RSMo., it is the responsibility of the parent, guardian, or other person having charge, control, or custody of a child between the ages of seven and sixteen years, to cause said child to regularly attend school. Furthermore, Section 167.111 RSMo., lists school personnel as officials who are to report and enforce the compulsory school attendance law.

Therefore, it is the responsibility of said personnel to report violations of this law to the Missouri Children’s Division. Once the Children’s Division has completed an investigation or assessment, the law requires the Division to send its report back to the school district. It is then the responsibility of the school district to forward all necessary information to the Prosecuting Attorney for disposition.

Upon receipt of the initial referral of violation of the compulsory school attendance law, the Prosecuting Attorney will send notification to the parent, guardian, or custodian of the juvenile involved. This notification will outline the responsibility of the parents, as well as the consequences of violating the compulsory school attendance law. The school district will continue to report additional violations as they occur.

May it be understood that the Dent-Phelps R-III School District will abide by, and adhere to, the statutes as outlined above regarding violation of the compulsory school attendance law.

***Students will be allowed 8 absences each year.**

Notifying School of Absence

When a student is absent, a parent or guardian must call the office within 24 hours of the absence at 573-729-4680. If a telephone call is not received from the parent or guardian within 24 hours, the absence will be recorded as unexcused. The Dent-Phelps R-III School District will only allow 3 parent phone calls/notes per semester to excuse an absence. After 3 calls/notes, a doctor's note is required to excuse an absence for sickness. For example, if a student is sick and the parent calls the office to report such, an additional phone call is not necessary for subsequent days, as the school makes every effort to contact the family each day. The fourth instance of student sickness will require a doctor's note in order to be excused.

Excused Absences

Absences for the following reasons will be administratively excused:

- Illness checked out through the nurse.
- Medical and dental appointments with written verification. The student will be excused for the time of the appointment and travel time to and from the appointment.
- Funerals and court hearings.

Students who are absent for five (5) or more days will be monitored by the Attendance Committee and/or the At-Risk team. Additional absences will be evaluated on a case-by-case basis and areas such as notes or phone calls from a parent/guardian verifying the absence, notes from a physician, make-up work completion, and/or current grades will be taken in to consideration by the Attendance Committee to legitimize an absence. However, if the committee feels there is just cause, excessive absenteeism may result in a referral to the At-Risk Team.

Once a student has been designated as "at risk" by the committee and the referral process is initiated, the following process will occur:

- When a student has accumulated eight (8) absences, during the current academic school year, a letter will be sent home to the child's parent notifying them of the number of absences their child has. The purpose of the letter is to clarify the school's expectations regarding attendance and elicit suggestions from the parent on how to improve the student's attendance, including identifying reasons why the student is not attending school regularly. The principal or designee may set up a conference with a parent at this time if it is deemed necessary.
- When a student has accumulated ten (10) absences, during the current academic school year, parents will receive a letter informing them of their child's attendance and the principal and/or attendance committee will schedule an attendance review conference with the parents at a time convenient for the parents. One (1) or more of the student's teachers may be in attendance. The purpose of this conference is to determine why the student is not attending school regularly;

to ensure all proper documentation has been provided to the school by the parent for any days the student has been absent; to examine the student's academic performance; to communicate district attendance expectations; to provide information about compulsory attendance laws and educational neglect; and to elicit suggestions from family members about increasing the student's engagement with school.

- When a student has accumulated twelve (12) absences, during the current academic school year, the district will determine whether there is reason to suspect educational neglect or whether the parent is violating the compulsory attendance laws. If so, the district will contact the Department of Family Services.**

**More than twelve (12) absences, during the current academic school year, will result in the review of the student's compulsory attendance history by the principal and/or attendance committee. At this time all relevant doctors' notes, record of parent contact with the school district, the students' academic performance and all other relevant information will be reviewed. This review may determine the promotion or retention of the student and/or the notification to the Prosecuting Attorney pursuant to Section 167.031 (RSMo).

***Upon returning from an absence**, the student should bring a note from a parent or physician stating the reason for his/her absence. A student has two days for every day he/she was absent in which to make up missed work. It is the student's responsibility to obtain their make-up assignments from the teacher.

***Students cannot leave school premises** during the school day without reporting to the office and obtaining permission. Parents are required to sign the logbook to check their child in or out of school. The District will only release students to parents or those individual designated by the parent as an emergency contact in Infinite Campus. A picture ID of individual picking up student is required.

***If a student becomes ill while at school**, an attempt will be made to reach a parent or other emergency contact listed on your child's emergency card to pick him/her up.

***A student must be in attendance during the day of an evening activity** in order to participate in or attend that activity. Excessive absences may also affect a student's eligibility to attend field trips or other school related activities.

***Pre-planned absences** – The Principal must be notified in advance of any pre-planned absence scheduled for the convenience of the family (such as vacations, funerals, etc.).

***Excusing students from school** - Parents picking children up for doctor, dentist, or other appointments must report to the front office to sign them out. The secretary will then call the classroom teacher to notify your child that he/she will be leaving school. **Please do not go directly to the classroom.**

If the child returns to school later that same day, the parent must sign him/her in at the same office location. In no event will a parent or other adult remove a student from campus without office staff verification.

Please do not sign your child out early unless absolutely necessary as classroom instruction continues until 3:20 p.m. on Tuesdays through Fridays. Car riders will be let out of class at 3:22 p.m. and students will begin loading the buses at 3:27 p.m.

ACCIDENTAL INSURANCE

Parents/Guardians please be aware that the Dent-Phelps R-3 School District does not carry medical insurance for accidents to students that occur during school and/or after-school activities. Each year the district sends home a supplemental accident insurance form that is provided at a low cost to parents. This insurance is **not required** and only covers accidental injuries. This supplemental insurance is not directly associated with the school district in any way. The form is in the Beginning Year Packet of forms that each child receives. If you do not receive a form and/or wish more information, please call the office.

BUS REGULATIONS

The Dent-Phelps R-III School District provides free transportation for children in pre-kindergarten through twelfth grade. Both the school and the home have the responsibility of cooperating to teach children good safety and conduct rules for riding the school bus.

The bus driver is in charge of the students while on the bus. Students must obey the driver whenever he/she gives specific directions or requests. The driver is in complete charge of seating arrangements.

FOR THE SAFE AND ORDERLY OPERATION OF THE SCHOOL BUS, THE FOLLOWING RULES WILL BE ENFORCED ON EACH BUS:

1. Riders should remain seated at all times while the bus is in motion.
2. Riders may not change seats without permission from the driver. Students are to remain seated until the bus comes to a complete stop.
3. Riders may not raise or lower windows without the permission of the driver.
4. Talking is permitted at normal conversation level. Loud talking or shouting distracts the driver and is a safety hazard.
5. Each student is to conduct him/herself in an orderly and courteous manner similar to that expected in the classroom.
6. Students are to board the bus in an orderly, single-file manner.

7. Students shall not, at any time, extend their arms or head out of the bus windows, nor throw objects out of the bus windows.
8. Students are not to eat or drink on the bus and should help keep the bus clean.
9. Any damage to the bus is to be reported to the driver immediately. Any student responsible for damage to a school bus, even if it is accidental, is also responsible for payment to repair the damage. Students who do not pay for damages may be suspended until payment is received.
10. Students are to wait for the bus in a safe place well off the roadway or street.
11. Students are not allowed to transfer from a Dent-Phelps bus to a car or from a car onto a bus without written permission from a parent or guardian. Permission to ride in a personal vehicle is required to be kept on file in the school office.
12. Students must be on time to board the bus, as the bus cannot wait beyond the regularly scheduled time for those who are tardy.
13. Unnecessary conversation with the driver is prohibited.
14. Students are to be particularly alert to all traffic when boarding and departing the school bus.
15. Students must observe the directions of the driver and obey the driver promptly and courteously.
16. Drivers will not allow a student(s) to board or leave the bus except at the usual destination unless the rider has a written pass from the office.
17. Any student riding a bus other than the bus he/she is assigned must present the driver with a pass. Bus passes are obtained from the office and will only be issued upon receiving a note or phone call from a parent/guardian. The drivers will strictly follow instructions on the passes. Bus passes are not issued for high school students.
18. Students should not bring onto the bus any items not needed for school. This includes ball bats, radios, tape/CD players, balloons, weapons (including pocket knives), toys, and/or trading cards.
19. The bus driver will report any student's misconduct to the Principal or chief administrative officer.

Students who do not obey the rules established by the Board of Education for riding district school buses will be suspended from riding the bus for a specified length of time. Parents will be notified so that other means of transportation can be arranged.

The bus driver may revoke bus privileges for up to two days at his/her discretion. The student can return to riding the bus ONLY after a conference with the parents, student, driver, and Principal has taken place.

The bus driver will forward a completed bus disciplinary form to the Principal. The following disciplinary procedures will be followed:

- 1st Offense – Parents will be contacted.
- 2nd Offense – Loss of bus privileges for 3 days.
- 3rd Offense – Loss of all bus privileges indefinitely. Parents and student must attend the next regularly scheduled board meeting to request permission for their child to resume riding the bus.

If, at any time, the safety of any student, driver, or another person is jeopardized, or the orderly conduct of the bus lapses, the administration may circumvent any or all of the steps in the discipline procedures section. In such a case, the administration may revoke the privilege of riding the bus for such a length of time deemed appropriate by the administrator.

If disciplinary action results in a student's suspension from the bus, this precludes that student from riding any Dent-Phelps bus during the time of suspension. The suspension is in effect for transport to and from Dent-Phelps, transportation to the high school, and transportation to any school-sponsored event.

Chaperones on school buses:

Administration will designate chaperones who meet district criteria for riding a school bus.

VIDEO MONITORING CAMERAS

Video cameras will be placed on district buses in a random manner. Videos will be viewed by the Principal or chief administrative officer if the need arises. In addition to district buses, video monitoring also includes surveillance cameras established in other areas of the campus.

CHANGE OF INFORMATION

Please notify the school secretary of any changes in telephone numbers or addresses, especially if any changes need to be made to the emergency contact information card. We need to have up-to-date information at all times in the event that your child is injured or ill.

PARENTAL CONSENT

The Department of Elementary and Secondary Education requires surveys of students be conducted periodically. Parent/Guardian consent for all students to participate in these surveys is

implied unless the parent/guardian supplies the office with a written request for their child(ren) not to participate. Parents/Guardians will be notified of student surveys prior to them being given by written notice which will also advise that if the school does not receive notice from the parent/guardian then it will be implied that approval is given to complete the survey.

COMPLAINTS AND GRIEVANCES

As stated in MSBA policy JFH, alleged acts of unfairness of any decision made by school personnel, except as otherwise provided for under student suspension and expulsion, which students and/or parents/guardians believe to be unjust or in violation of pertinent policies of the Board or individual school rules, may be appealed to the school’s Principal or designated representative.

The following guidelines are established for the presentation of student complaints and grievances:

- * The Principal shall schedule a conference with the student and any staff members involved to attempt to resolve the problem. Parents/guardians may be involved in the conference, or a later conference for them may be scheduled at the discretion of the Principal.
- * If the problem is not resolved to the satisfaction of the student and/or parents/guardians, a request may be submitted for a conference with the chief administrative officer. The chief administrative officer shall arrange a conference to consider the problem and to inform the participants of the action that will be taken.
- * If the student and/or the parents/guardians are not satisfied with the action of the chief administrative officer, they may submit a written request to appear before the Board of Education. Unless required by law, a hearing will be held at the discretion of the Board. The decision of the Board shall be final.

All persons are assured they may utilize this procedure without reprisal.

PUBLIC PARTICIPATION AT BOARD MEETINGS

Any member of the public who wishes to have an item placed on the agenda must present the request in writing. Patrons of the district can obtain a proper form at the front office. The request must be submitted pursuant to Board policy and be received five (5) business days prior to the scheduled meeting. The Board may refuse to address an issue that has not gone through the appropriate chain of command or grievance procedure.

ENROLLMENT PROCEDURES

All children who are five years of age by August 1 will be eligible to enroll in kindergarten that same year. A child must be six years of age by August 1 to enroll in first grade. Parents enrolling children for the first time in our district must present a copy of your child’s birth

certificate, social security card, and immunization records. Children cannot attend school until the nurse has a copy of your child's immunization records on file. Evidence of enrollment records from previous school attendance will also be required for students who have attended school in another district. A records request form can be obtained in the school office. Dent-Phelps R-III assumes the responsibility of providing access to a free, appropriate public education to all children of the district, including children who are homeless. Every effort will be made to serve homeless and migratory children without regard to residency requirements.

SCHOOL CLOSINGS OR EARLY DISMISSALS

School may dismiss early due to weather conditions, mechanical failure, or other emergency situations that may arise. The announcement will be made on the following radio stations: KZNN, KKID, KDAA (Rolla), and KSMO (Salem), as well as the KOLR 10 and KY3 Television News Stations (Springfield), KMOV and KSDK Television News Stations (St. Louis) and the school website (www.dentphelps.k12.mo.us). If it becomes necessary to dismiss school early, we will send all children home on the bus as usual. If you want us to follow another procedure during early dismissal, temporarily or permanently, please send this information in writing to the front office. The phone/text messages will continue through the Bright Arrow system. Please ensure that the phone numbers are current to receive these messages. The school has also set up an after-hours phone message line which may be called during inclement weather to check for school closings. You may dial 729-4680 to obtain this information.

EXTRA-CURRICULAR ACTIVITIES PARTICIPATION

Participating in extracurricular activities is a privilege, and as such, a student needs to maintain good citizenship, good sportsmanship, and good grades. Extracurricular activities include all sports, and cheerleading. Every year students start over with a "clean slate". This includes disciplinary action (unless serving a suspension held over from the previous year) as well as grades.

To be eligible for extracurricular activities, students must maintain at least a "C-" grade in ALL classes. Grades will be checked at the beginning of each week to determine eligibility of a student to participate. Students who do not meet this requirement will not be allowed to participate for that week. Grades will be checked the following week. If grades are up, the student will be allowed to start participating again. If grades are not brought up, the student will not be allowed to participate. If a student is not allowed to participate for a third week during a particular season the student will be removed from the team.

Students may not participate in extracurricular activities if they have received disciplinary action until the entire length of the consequence, including the evening of the last day of the consequence, has been fulfilled.

While participating in extracurricular activities, if a student is deemed as having unsportsmanlike conduct by the coach, teacher, or game official, the student must sit out the remainder of the game.

JUNIOR HIGH DANCES

Students in grades 6, 7, and 8 who have received an “F” as a final grade the previous quarter, a discipline referral to the office that resulted in ISS or OSS, or is currently serving in ISS or OSS, will NOT be eligible to attend the Junior High Dances.

HEALTH SERVICES

Our elementary school is fortunate to have the services of a full-time nurse. The nurse is responsible for monitoring health forms, immunizations, and daily healthcare needs.

- If your child gets sick at school the nurse will contact you. Please make sure office personnel have correct emergency telephone numbers in case you are not at home. Be sure to report to the office to check out your child when you arrive at school.
- Students sent home due to illness or injury must check in with the nurse upon returning to school after their absence.
- Students who come to school with any type of injury (severe cuts, broken bone, cast, crutches, etc.) must report to the nurse before going to class. If the child has special written instructions from a doctor regarding care/activity during school hours, please send this information to the nurse and the classroom teacher.
- Children MAY NOT attend school if they have a communicable disease. **Those with skin rashes of any kind should not be in school unless a physician clears them to do so, or they are on medication for the problem. You must send in written clearance from the doctor when your child returns to school.**
- Those students with an allergy to insect stings should have medication ordered by their physician with written instructions available at school in the nurse’s office in case of an emergency.
- Students with a temperature of 100.4 degrees or above should not be in school for 24 hours after the fever subsides. This gives the child a better chance to recover, and at the same time, protects other children from exposure.
- If a student's temperature is greater than 100.4, parent/guardian will be notified to make arrangements for their child to be picked up from school.
- If a student feels sick but has a temperature below 100.4, crackers may be given for nausea and the student will be monitored for symptoms.
- Parents may request in writing, notice of whether there are any children currently enrolled/attending for whom an immunization exemption has been filled.
- Epinephrine and emergency asthma medications are stocked in the health office that can be used on ANY student in an emergency. Parents MUST notify the school district in writing if you DO NOT want these medications used on your student in an emergency situation.

Per the Centers for Disease Control and Prevention (CDC), if someone has the following symptoms, they should stay home because their illness could affect their ability to participate in school and there is concern that they might spread an infection to staff and students.

- Fever of 100.4, including a fever with a new rash
- Vomiting more than twice in the preceding 24 hours
- Diarrhea that causes ‘accidents’, is bloody, or results in greater than two bowel movements above what the child normally experiences in a 24-hour period
- Skin sores that are draining fluid on an uncovered part of the body and are unable to be covered with a bandage
- Respiratory virus symptoms that are worsening or not improving

Students may return to the school setting when:

- The child has not had a fever (and is not using fever-reducing medicine) for at least 24 hours.
- Fever with a new rash has been evaluated by a healthcare provider and fever has resolved.
- Uncovered skin sores are crusting, and the child is under treatment from a provider.
- Vomiting has resolved overnight and the child can hold down food / liquids in the morning.
- Diarrhea has improved, the child is no longer having accidents or is having bowel movements no more than 2 above normal per 24-hour period for the child. Bloody diarrhea should be evaluated by a healthcare provider prior to return.
- Respiratory virus symptoms are getting better overall for at least 24 hours.

The District’s screening plan consists of the following:

All Screenings are conducted within the first few weeks of the new school year. This will determine early on a good baseline for any concerns or complications.

Vision – Annual screenings are conducted for every student in each grade level as well as all new students enrolling into the district. Good-Lite Vision Charts are used to test vision. Visual acuity, Distance acuity, and Near Point acuity are tested. Referral criteria – Pre-K 20/50 or over, 5-6 years of age, 20/40, 7 years and older 20/35 or over.

Beginning July 1, 2008, every child enrolling in Kindergarten or First grade for the first time in this state shall have a comprehensive vision exam performed by a state licensed optometrist or physician. Evidence of the examination shall be submitted to the school in accordance with Senate Bill #16.

Hearing – Annual screenings are conducted for every student in each grade level as well as all new students enrolling into the district. The Beltone Audiometer is the instrument used in the screening process. Normal hearing occurs during 10 decibels and 20 decibels, anything out of the normal range will require a referral.

Blood Pressure – Annual screenings are conducted for every student in each grade level as well as all new students enrolling into the district.

Height and Weight – Annual screenings are conducted for every student in each grade level as well as all new students enrolling into the district.

Referral criteria – If the student does not meet the screening criteria for listed screenings, a re-screen will be performed within two weeks of original screening. If the same results are found, a referral will be sent to the student’s parent/guardian. It will recommend that the student be evaluated by the student’s personal physician.

Immunizations

The state requires certain immunizations for school attendance. Proof of adequate immunization is the responsibility of the parents. Children are **NOT** allowed to be in school without proper immunizations or a signed parental release.

Lice

The Dent-Phelps R-III board of education feels it is imperative to prevent the wide spread infestation of lice. Therefore, the following procedures will be used to control the situation when students are found to be infested:

- A parent or guardian will be notified by phone to pick up the infested child immediately. If you cannot be reached by phone, or cannot pick your child up, he/she will be isolated from other students until he/she can be sent home. When the parent/guardian arrives, the appearance and location of “nits” on the child’s head will be shown.
- A box top from the medicated shampoo used will be required upon his/her return to school. In addition, his/her head will be checked to ensure that all nits have been removed and that no live lice remain. Proof of another treatment will be required in ten days because undiscovered nits may hatch even after being initially treated. The child will be checked again after the second treatment.
- If the child has not been satisfactorily treated, he/she will be refused readmission to school and will be sent back home.
- If the infestation continues in a particular child/family, the Principal will request direct involvement by the local Division of Family Services (DFS).
- When a parent finds lice at home, the parent is encouraged to notify the school so that their child’s class can be checked and all students needing treatment receive it.
- If head lice or nits are found in a particular classroom, a letter will be sent home to the parents/guardian of each student in that classroom notifying them of the situation.

Medications:

Long-Term Prescription Medication: If your child will require long-term prescription medications such as Ritalin, Adderall, etc., the following procedures must be followed:

1. Medication must be in the original bottle with an up-to-date label—most pharmacies will issue an extra container with a label for the school if you request one.
2. A medication authorization form will need to be filled out by the prescribing physician prior to medication administration.

3. An adult will need to deliver the medication to school.

Over-The-Counter Medications: If your child will require an over-the-counter medication, the following procedures must be followed:

1. Over-the-counter medications must be in the original bottle or package. NO medications will be given if brought to school in a baggie or unmarked container.
2. The parent/guardian will be required to provide written permission and directions to administer the medication at school.
3. If dosage required is greater than that recommended on the package, you would need a note from your physician before the medicine will be administered.
4. An adult will need to deliver the medication to school.

Short-Term Medications: If your child will require a short-term medication such as an antibiotic, allergy medication, etc., the following procedures must be followed:

1. Medication must be in the original container – most pharmacies will issue an extra container with a label for the school if you request one.
2. The parent/guardian will be required to provide written permission and directions to administer the medication at school.
3. An adult will need to deliver the medication to school.

Medical Marijuana: The district does not permit the possession, use, or administration of marijuana or marijuana-infused products for medicinal or other purposes on district property or at district events since these products are prohibited under federal law. This prohibition applies even if the student has a valid, Missouri-issued, medical marijuana card. Student Possession and Self-Administration of Medications (***Policy JHCD***)

The administration of medication to a student when all of the above conditions have been met shall be limited to the school nurse, the Principal, or other trained, designated school personnel. All medications are kept in a locked and secure area. The parents of the child must assume responsibility for informing school personnel of any changes in a child's health or change in medication.

Students are to take all medications to the school nurse as soon as they arrive at school. Students are not allowed to have medication in their possession while at school.

MO HealthNet for Kids Program: Missouri's Medicaid program is called MO HealthNet. MO HealthNet covers qualified medical costs for individuals who meet certain eligibility requirements. To check eligibility visit: www.DSS.mo.gov/healthcare

HONOR ROLL

All students in 1st - 8th grade are eligible for the Dent-Phelps R-III Honor Roll if they exhibit exceptional effort in all subjects. Students who have all A's, will be recognized on the "A Honor Roll"; Students that have no grade lower than a B- in all credit subjects will be recognized on the "A/B Honor Roll".

LOST AND FOUND

Lost articles may be turned into the *Lost & Found* area located in the cafeteria. Instruct your child to check that area immediately if an article is missing. Labeling all items and clothing and teaching your child to be responsible for his/her own belongings will prevent a loss. Lost articles not claimed will be taken to a local charity at the end of each quarter.

PERSONAL PROPERTY

Live animals or bugs may not be brought to school without special permission from the classroom teacher/Principal. Animals are not to be brought on the bus. Proof of current immunizations on all pets must also be provided.

Please do not bring toys, radio/CD players, or other personal items to school unless permission has been given by the teacher because of a special activity. The school is not responsible for the loss or damage of personal items.

The school discourages cell phones and other electronic equipment from being brought to school at any time. All cell phones and electronic equipment shall be turned into the office during school hours. The school is not responsible for the loss or damage of personal items.

PERMANENT RECORDS

Dent-Phelps R-III School maintains a permanent cumulative record folder on each child enrolled. The folder contains a record of school attendance, grades, testing scores, parent/teacher conferences, and other important information. Permanent records are available for parent review upon request according to state law.

PROMOTION STANDARDS

All regular education students must meet the promotion standards as outlined in this section. Failure to meet any one of the areas listed below may result in failure to advance to the next grade level. Special Education students will be promoted according to individualized promotion standards.

*** Failing Grades**

Final Grade of “F” in One Core Subject

Students must pass every core class (reading, language arts, science, social studies, and math) with no final grade of “F”. If the student has one “F”, he/she must attend summer school to make up work in that subject and pass with a minimum grade of “C” in order to be promoted to the next grade level. Attendance in summer school must be 95% or above.

Summer school is open enrollment in all districts that have summer school. It will be the parent’s responsibility to find a summer school that will provide the academic remediation in the core subject needed. A passing grade in the core subject must be provided to administration from the school district where academic summer school was provided no later than August 1. Students in 1st through 8th grade who attend summer school may be required to retest before the start of school in order to ensure that they have mastered the required skills in order to be academically prepared to move onto the next grade level. In the event that a child does attend summer school but cannot prove mastery of missing skills, that child may be required to repeat their current grade level the following year regardless of their participation in summer school.

Any student who has one Final Grade of “F” in a core subject and does not receive a passing grade in an academic summer school or does not attend a summer school will be retained in their current grade.

Failure to Pass

Students who receive in excess of one final grade of “F” in any core class (reading, language arts, science, social studies, and math) will repeat their current grade the following year.

***Reading Level significantly below Grade Level**

Dent-Phelps R-III recognizes that reading is a fundamental skill that is necessary to the academic success of all students. As such, any child who is reading significantly below their currently enrolled grade level, as assessed by the district iReady Reading Test may be considered for retention in their current grade. Once a student has been identified as potentially finishing the year significantly below grade level, the district will make every effort to provide that student with extra help in order to help them close the academic gap. Any student who, at the end of the year, has been determined to be significantly below their current grade level (more than 1.5 year below grade level) and is being considered for retention; the staff will look at multiple assessments given in order to accurately assess their current reading level prior to the decision to retain the student is made.

***Math Level significantly below Grade Level**

Dent-Phelps R-III recognizes that math knowledge is cumulative over multiple grade levels, and that gaps in this knowledge may result in long term impacts on a students' ability to perform in math in future grade levels. As such, any child who is performing significantly below their currently enrolled grade level (more than 1.0 year below grade level) in Math, as assessed by the district iReady Math Test assessment may be considered for retention in their current grade. Once a student has been identified as potentially finishing the year significantly below grade level, the district will make every effort to provide that student with extra help in order to help them close the academic gap. Any student who, at the end of the year, has been determined to be significantly below their current grade level and is being considered for retention; the staff will look at multiple assessments given in order to accurately assess their current reading level prior to the decision to retain the student.

***Seventh Grade Only**

All 7th grade students must pass the U.S. Constitution test with at least a minimum grade of 70%, given up to three attempts during the quarter in which the class is taken. Students who do not pass with a grade of 70% will be mandated to attend summer school and must have a test score of 70% or greater to proceed to the 8th grade.

***Eighth Grade Only**

All 8th grade students must pass the Missouri Constitution test with a minimum grade of 70%, given up to three attempts during the quarter in which the class is taken. Students who do not pass with a grade of 70% will be mandated to attend summer school and must have a test score of 70% or greater to proceed to the 9th grade.

GRADUATION EXERCISE – REQUIREMENTS

Any 8th grade student who does not meet the requirements of graduation at the end of the regular school session will NOT be allowed to participate in commencement exercises.

Eighth grade students who successfully complete summer school as a condition of promotion will be promoted to the 9th grade at the conclusion of summer school.

8th GRADE HONOR RECOGNITION:

Grade-point average (G.P.A.) for the eighth grade class will be calculated by using the 11-point scale under "REPORTING STUDENT PROGRESS". Your child's grade point average (G.P.A.) will be determined by averaging his/her grades in all classes taken during the eighth grade year.

For the purposes of determining the top 5 honor students, grades taken up to mid-quarter of the fourth quarter of a student's eighth grade year will be used to determine these rankings. The top five honor students will be recognized for their achievement.

TIMELINE OF PROCEDURES FOR ASSESSMENTS REGARDING PROMOTION

FALL

- i-Ready Reading and Math assessments administered
- Students who are identified as being below grade level or severely below grade level or benchmark will be referred to the at risk team to determine what supports that child may need.
- The At-Risk team will assign academic and behavioral supports to students based on pre-established data decision rules.
- Teachers and Administrators provided with a list of all students and their levels.
- Classroom teachers and interventions teachers will provide extra help for students who have been identified as needing supports.
- Classroom teachers will discuss initial testing results with parents at Parent Teacher Conferences.

MID-YEAR

- i-Ready Reading and Math Assessments are administered
- Students who are identified as being below benchmark will be referred to the At-Risk team to determine the need for additional supports.
- Letters to parents of all students may be sent documenting progress and further need.
- Teachers are provided with progress lists and will continue to stay in touch with parents on student's overall progress.
- Classroom teachers will discuss continued testing results with parents at Parent Teacher Conferences.
- Intervention supports continue.

SPRING

- Final iReady Reading and Math assessments are administered.
- Teachers inform administrators and the at-risk team of any student who is not currently meeting or on track to meet promotion standards.
- Letters of Academic concern will be sent to parents of students who are not meeting priority standards at each grade level. This letter will outline which skills a student is lacking and provide the parent with support for how they can help their child master that skill.
- Teachers will contact all parents of their students who are not making adequate progress by phone to discuss specific academic concerns.
- Intervention supports continue.

LAST MONTH OF SCHOOL

- Classroom teachers and intervention teachers provide directed, intensive supports for students who still have not mastered all priority skills.
- Final tests are given to all students who have not yet met standards for promotion
- Administration will contact all parents of students who have not yet met the standards for promotion to the next grade level.
- Summer school is mandated for all students failing to meet promotion standards.
- Students who have met minimum promotion standards may be retested before the start of the next school year to ensure that they still have the required skills in order to be successful in the next grade level. At the time of retesting, students who have not retained all required skills may be considered for retention.
- If summer school is not held, then the status at the end of school year dictates placement for next school year. (If a parent places a student in a summer school held in another district to maintain promotion of the student, the results of successful completion of the failed promotion standard must be received from the summer school district prior to the start of the new school year for promotion to take place.)
- If a child in grades 1-8 attends summer school they will be retested before the start of the school year to ensure they have met all required learning standards. Students who have not met those standards may be retained in their previous grade regardless of the completion of summer school.

REPORTING STUDENT PROGRESS

Teachers will give parents copies of grade level objectives in each subject area taught at that grade level at the beginning of the year during Open House.

Parent/teacher conferences will be scheduled at the end of the first quarter and in the middle of third quarter. Grade cards will be given out at that time. Grade cards will be sent home at the end of the second, third, and fourth quarters. At mid quarter teachers will contact parents of students who are failing core subjects. Unless otherwise notified, students will be given marks for performance on a quarterly basis in Communication Arts (language, reading, handwriting, spelling, speaking, writing, and literature), Math (computation and reasoning), Health, Science, Social Studies, Physical Education, Library Skills, Computer Skills, Art, and Music. Grades are based on performance only and are not used as a disciplinary measure.

Grade interpretations for second through eighth grades are:*

<u>Mark</u>	<u>% Range</u>	<u>Points</u>	<u>Grade Meaning</u>
A	95-100	11	Thorough mastery of subject matter.
A-	90-94	10	
B+	87-89	9	
B	83-86	8	Above average; good consistent effort.
B-	80-82	7	
C+	77-79	6	
C	73-76	5	Average achievement.
C-	70-72	4	
D+	68-69	3	Below average achievement.
D	63-67	2	
D-	60-62	1	
F	0-59	0	Poor work; lack of mastery of subject.
I	Incomplete	0	Incomplete work.**
NG	No Grade	0	No grade awarded.***

* **Kindergarten** uses a mastery checklist. Students must show mastery of 80% of the skills in both mathematics and communication arts independently in order to be promoted to the next grade level. See the section on promotion standards for more information on promotion requirements.

** **First grade** uses standards-based grading.

- **Standards-Based Reporting of Grades:**

Individualized feedback is an essential component of standards-based grading. Effective feedback is a more useful source of information than simply assigning a numeric value or letter grade to student work. A goal of using standards-based grading is to improve communication between students, parents, and teachers regarding student achievement.

*** Grade will be held until work is completed. Work must be completed before the next quarter begins or the incomplete grade will be converted to an F.

**** No grade awarded to transfer students who have not been in the district long enough to receive grades and/or who do not have transfer grades from a previous school. The classroom teacher can change NG grades when transfer grades are received and averaged with Dent-Phelps grades.

ACCELERATED READER PROGRAM

The Accelerated Reader (AR) program is a computer based assessment system for the tracking of our student's literature reading. AR is estimated to be in over 50,000 schools as of 2003. It is our hope that AR will increase library circulation, raise standardized test scores, and increase student motivation to read. The program focuses on the STAR assessment system designed to measure reading comprehension and a reporting/tracking system that generates weekly reports for teachers about the progress and "Zone of Proximal Development" for each reader. STAR is a computer generated, norm referenced, multiple choice reading test. These tests generate a grade equivalent score and a student's reading level that is then used to determine which level and what books they should be reading. The AR Program is a non-grade based program and is designed to help Dent Phelps students build reading fluency and reading comprehension skills.

- Every student will take a STAR test to determine his or her reading level each quarter.
- Teachers will send home quarterly test results, as well as communication regarding goals set for each student.
- Teachers will work with students to set personal reading goals and develop a reading plan that will both encourage reading and develop reading ability.
- Students will be expected to read both in class and outside of school
- Teachers may use incentives to help encourage students to meet their reading goals.

AR will be taken for a grade in grades 1-8. Obviously, first grade will not begin AR until after December. AR will be entered for a grade as follows:

- 1.) Comprehension. This score will be the percentage of quizzes passed out of 100.
- 2.) AR goal. This score will be the percentage of the AR goal met out of 100.

*STAR Testing will be utilized for determining reading levels and goal-setting.

iReady

The iReady program is approved by The Missouri Department of Elementary and Secondary Education, and has been adopted by the Dent-Phelps R-III District.

Universal screening with the iReady assessment gives teachers information about strengths and needs in students' basic reading and mathematics skills. Gaps in basic skills are the root of many later learning difficulties. Early detection and intervention in these gaps can help students reach their potential.

SCHOOL ACTIVITIES FOR PARENTS/GUARDIANS/COMMUNITY MEMBERS

We invite and urge you to attend school activities:

- ... to become more involved with the school
- ... to get to know the teachers better
- ... to get to know the administration and support staff better
- ... to know what is going on in your school.

Some of our school activities are:

- ... Parent/Teacher Organization (PTO) and PTO sponsored activities
- ... Open House
- ... Christmas Program
- ... Music Programs
- ... Field Trips
- ... Sports Activities
- ... Holiday or classroom parties
- ... Carnival
- ... Spring Jubilee
- ... Other activities yet to be determined.

School Parties:

There are three parties sponsored by the room parents each year: The Halloween/Fall Harvest party, the Christmas party, and the Valentine's Day party.

In addition to these, a child may bring a treat on his/her birthday to be shared with classmates during the last 15 minutes of the day. A child with a birthday falling during vacation or the summer months may choose a day during the school year. Arrangements for birthday treats must be scheduled with the classroom teacher ahead of time. Please inquire with your child's teacher to see how many treats you will need to provide.

Please note that class parties are a privilege, and that a student may be removed from portions or, in extreme cases, the entirety of a party due to missing work or disciplinary problems as determined by the classroom teacher or principal.

STUDENT DRESS CODE

In order that the school may achieve the purpose for which they are maintained, students are expected to conduct themselves in an orderly manner, showing respect for school rules, teachers, and the rights and property of others.

If a student's general appearance attracts undue attention to the extent that it becomes a necessary safety factor in the school, or causes a disruption to the instructional process, the

teacher will ask the student to make necessary changes. In the event that the change does not take place within the time allowed, the student will be referred to the Principal. Personal pride, as well as pride in one's school, are definite characteristics of a mature student and reflect a positive image.

Student Dress Code:

- A student's dress should not create undue distraction or result in adverse criticism. The dress and grooming of all students should be modest, reasonable and prudent.
- Cleanliness is always a key to acceptable dress.
- Students should wear shoes or sandals at all times – NO bare feet permitted.
- Shorts are permissible dress as long as they are deemed appropriate by faculty and staff. Penalty for violation of this code is as follows: 1st Offense – Verbal warning to student and verbal or written notice to parents; 2nd Offense – Notification to parents and removal of student from class until appropriate attire is provided by parents or the school; 3rd Offense – Loss of shorts privileges.
- Bare midriffs, bare backs, plunging necklines or armholes (on boys muscle shirts) are not permissible.
- Students may wear commercial tank tops with straps no less than 2 inches wide. Muscle shirts must conform to the standards set above. All tops must be age appropriate.
- Clothing that is too tight, too short, or with suggestive writing is not permissible.
- Wearing of gang-related items such as handkerchiefs, armbands, certain "gang colors", etc. is not permissible.
- Pants with holes in inappropriate areas are not acceptable even if something is worn underneath. Students will be asked to change into different clothes. If nothing is available to wear at school the student may call home to request clothing be brought to them.
- Additional standards may be imposed in certain situations where performance of safety is hindered by the style of hair or clothes.

These guidelines should create a positive atmosphere conducive to learning and will be reviewed periodically, and revised in accordance with changing styles and customs.

SCHOOL FIELD TRIPS

Each year various classes will embark on a field trip to a nearby destination to further enhance the educational program. All students will be required to return a signed permission form prior to participating in the field trip or other school activity away from school campus. All students are expected to be on their best behavior when on field trips. Students are also expected to follow all of the normal bus rules. Remember, our students represent our school when participating in any off-campus activity. A student may lose a class field trip for chronic misbehavior, failing grades, or failure to constantly turn in required work. In this case a place at the school will be provided for students to work.

Students are expected to ride the bus to and from a field trip. Only parents may transport a student from a field trip after obtaining prior permission from the Principal. The parent must sign out the student with the supervising teacher before leaving with their child.

TELEPHONE USE

Students are not allowed to use the telephone except in an emergency situation. Asking a parent to bring forgotten homework assignments, books, projects, or PE clothes is NOT considered an emergency. Students will not be called out of class to answer a telephone call from home except in an emergency. Any necessary messages will be delivered to the student at the end of the school day or other convenient time. The school discourages cell phones from being brought to school at any time. All cell phones shall be turned into the office during school hours. If a student is found in possession of a cell phone during school hours, it will be confiscated and held in the office until a parent comes to pick it up. The school is not responsible for the loss or damage of personal items.

TEXTBOOKS AND SCHOOL SUPPLIES

Textbooks, library/research books, and many supplies are furnished free in our school. Students are responsible for all lost or damaged books. Charges for new books are at full price while charges for books at least one year old or older will be prorated at 20% per year until the book is five years old. A flat charge of \$4.00 will be made on all books and materials over five years old. Damage to equipment or school property will be according to the actual cost value or replacement value. Should a textbook become lost or damaged, the student to whom the book is checked out will be held responsible unless definite proof can be shown that another student is responsible for loss or damage.

Supply lists will also be posted in local discount stores prior to the first day of school and will be made available during Open House. Classroom teachers will let their students know on the first day of school if additional supplies are needed.

TRANSFER STUDENTS

If at any time during the school year it becomes necessary for your child(ren) to withdraw from school, please notify the office as soon as possible so that transfer grades can be determined. A copy of your child's grades will be forwarded when the new school requests them and it is accompanied by a signed request from you, the parent.

All lunch bills, overdue library books, textbook replacement costs, fines, or fees must be taken care of prior to withdrawal of your child from Dent-Phelps R-III.

DISTRICT BULLYING PREVENTION POLICY

The Dent-Phelps R-III School district expects that all members of the school community will treat each other in a civil manner and with respect for individual differences. Dent-Phelps is committed to providing a learning and working environment for students, employees, and visitors that is free from bullying and cyberbullying. This commitment is an integral part of our comprehensive efforts to promote learning and to prevent and eliminate all forms of bullying and

other harmful and disruptive behaviors that can impede the learning process. Dent-Phelps supports this commitment in all aspects of our school community, including curricula, instructional programs, staff development, extracurricular activities, and parent / guardian involvement.

Consistent with state and federal laws, and the policies of the Dent-Phelps R-III school district, no persons shall be discriminated against on account of race, color, sex, religion, national origin, or sexual orientation. Nothing in this plan, however, prevents the school or district from taking action to remediate bullying and/or cyber bullying based on a person's membership in a legally protected category under local, state, or federal law, or district policies. Dent-Phelps R-III takes specific steps to create a safe, supportive environment for vulnerable populations in the school community, and to provide all students with the skills, knowledge, and strategies to prevent or respond to bullying, harassment, teasing, or any forms of retaliation.

Dent-Phelps R-III will not tolerate any unlawful or disruptive behavior, including any form of bullying, cyber bullying or retaliation in our school building, on school grounds, or in/during school-related activities if they take place at Dent-Phelps R-III or at another district. All reports and complaints of bullying and retaliation will be promptly investigated, and the administration will take prompt action to end such behavior and restore a sense of safety for all.

For more specific information on Dent-Phelps R-III's policy regarding bullying and harassment, please see our Bullying Prevention and Intervention Plan.

STUDENT DISCIPLINE POLICY AND PROCEDURES

General School Standards:

Students are expected to behave properly at all times. Appropriate behavior will be recognized and encouraged whenever possible by using a variety of ways such as verbal praise, notes home to parents, or phone calls to parents. It is essential to a well-run school that students show respect at all times for school staff. All staff members are to be treated properly by the student body.

- Students are not allowed to use abusive, profane, or vulgar language.
- Students should not commit physical harm to another person.
- Students are not to destroy student or school property.
- Students are not to possess alcoholic beverages, drugs, or tobacco products on school property.
- Students will not be allowed to engage in any behavior that keeps the classroom from functioning in the proper manner.
- Students are not to take possessions belonging to someone else.
- Students are to address all adults as Mrs., Ms., Miss, or Mr. before their last name.

Classroom Rules:

- All students are to be in their seats and ready to work when the bell rings.

- All students are to have paper, pencils, books, and class assignments ready on a daily basis.
- Students are to keep hands and feet to themselves.
- All students are to follow the instructions of the teacher or staff member in charge of the class.
- All students should keep a neat working area and respect the space of others.
- All students should respect the rights and property of others.

Hallway Rules:

- Obey all directions given by the teacher.
- Lower grades, K-5, should line up by class to enter or leave the building.
- WALK at all times, being quiet so as not to disturb classes in session.
- All students are to use the restrooms as intended.
- Keep hands and feet to yourself – do not disturb hall displays.

Cafeteria Rules:

- All students should enter the cafeteria in a quiet and orderly line.
- Be quiet while in line; stand or walk appropriately.
- Stay seated and raise your hand to be recognized.
- Acceptable table manners will be expected at all times.
- Talk quietly with the person on either side of you or across from you.
- Get permission before getting up from the table or leaving the cafeteria.
- Empty trays quietly; put trash only in trash cans, and silverware and trays in the appropriate location.

Playground Rules:

- Follow the directions of the supervising teachers.
- Balls should be thrown away from buildings.
- Hard balls are NOT allowed.
- Footballs may be used for catch ONLY in 3rd - 4th grades.
- Established rules are to be followed for each individual game and interference with other games is to be avoided.
- All equipment is to be used properly with NO roughhousing.
- There should be no grabbing of clothing, tripping, shoving, fighting, roughhousing, or throwing of objects other than playground balls or designated equipment.
- Anyone not following the directions of the teachers will lose recess for the remainder of the period.

DISCIPLINE POLICY PURPOSE AND GOALS

The Purpose of this Policy is to:

- Teach self-discipline
- Preserve a positive and orderly educational climate in which students may learn
- Confront students with consequences of unacceptable behavior
- Quickly identify habitual offenders; remove them from the learning environment
- Enlist the aid of parents in correcting unacceptable behavior

Student Code of Conduct:

The following student code of conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of the school. No code can be expected to list each and every offense, which may result in the use of disciplinary action. However, it is the purpose of this code to list certain offenses, which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses, may result in disciplinary consequences that extend beyond this code of conduct as determined by the chief administrative officer/Principal and/or board of education.

School-Wide Positive Behavior Supports (PBS)

The Dent-Phelps R-3 school district is a participant in the Positive Behavior Support (PBS) initiative. PBS is a process for understanding and resolving the problem behavior of children that is based on values and empirical research. It offers an approach for developing an understanding of why the child engages in problem behavior and strategies for preventing the occurrence of problem behavior while teaching the child new skills. Positive behavior support offers a holistic approach that considers all factors that impact on a child and the child's behavior. It can be used to address problem behaviors that range from aggression, tantrums, and property destruction to social withdrawal. For more details please refer to the Dent-Phelps R-3 Positive Behavior Support Handbook. **Three or more minors = an ODR or Office Discipline Referral (AKA "Major")**

Corporal Punishment:

As stated in board policy JGA, corporal punishment, as a measure of correction or of maintaining discipline and order in schools, is permitted. However, it shall be used only in reasonable form. It should never be inflicted in the presence of other pupils, or without a witness.

Parents or legal guardians of a student may submit written refusal of corporal punishment. In such cases, other consequences as stated in the discipline policy shall be administered.

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 the student on the head or face is not permitted.

The teacher or Principal shall submit a report to the chief administrative officer explaining the reason for the use or corporal punishment as well as the details of the administration of the same.

A staff member may, however, use reasonable physical force against a student without advance notice to the Principal, if it is necessary for self-defense, the preservation of order, or for the protection of other persons or the property of the school district.

Alternatives to Corporal Punishment:

If a student's parent/guardian has a letter on file in the school office refusing to allow corporal punishment to their child, other consequences as stated in the disciplinary policy for a particular infraction of the rules shall be administered in its place.

Safe School Act:

Please be aware that the Safe School Act passed in Missouri requires schools to notify local law enforcement authorities when certain misbehavior occurs on school grounds. Schools are also required to suspend a child for one year if he/she brings a gun or weapon to school. Knives, pocket knives, switchblades, blackjacks, pepper mace, etc. are included in the definition of weapons. High school students should not bring any item that falls under the definition of a weapon to the high school on the Dent-Phelps R-III buses, or carry guns or rifles in their cars or trucks while on school property. We appreciate the support from parents in assisting us in maintaining a school atmosphere that is conducive to learning for all of our children.

Any time a referral that warrants 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 students, through the mail, or by direct telephone contact.

Furthermore, any student sent to the office due to inappropriate behavior that results in a consequence given by the Principal will not be eligible to participate in extracurricular activities scheduled for that day or evening for the entire time of the consequence such as A.S.D., I.S.S., or O.S.S. (see extra-curricular activities section for further information).

In order for parents to be informed about their child's behavior at school, all students who are sent to the office for disciplinary reasons will take a discipline referral form home for a signature. This form is required to be returned to school and will be placed in the child's disciplinary records folder. Discipline notices that are not returned signed by the parents will result in the student having the consequences doubled. Example: A.S.D. for 2 days will become A.S.D. for 4 days.

Possible Consequences

- **Student Conference** – a Formal conference is held between the student and the school Principal. During this conference, the student should agree to correct his/her behavior.

- **Parent Conference** – Parents/guardians are notified of disciplinary action by telephone, personal contact, or by letter. A conference is conducted between the student/parent(s), school Principal, and/or teacher.
 - **Loss of Privilege** – Extra-curricular activities, field trip opportunities, programs, or classroom privileges are offered to enhance the student’s overall learning experience. Privileges, other than those in the classroom, can be revoked at the same time as another consequence is given even though it is not named specifically. Example: A student is given O.S.S. and a major field trip is scheduled for the day after he/she returns to school; he/she may lose the right to attend the field trip if it is written on the disciplinary referral form at the time O.S.S. was assigned.
 - **Referral to the Counselor** – A student may be required to meet with our counselor on a periodic basis. The counselor will advise students on ways to improve his/her behavior.
 - **After School Detention (A.S.D.)** - After School Detention is a structured study time. Students are required to bring homework to work on or study materials. A.S.D. begins at 3:30 p.m. and will end promptly at 4:30 p.m. No magazines or book reading will be allowed unless it is part of the teacher’s assignment, nor will the student be able to participate in, or attend, any extra-curricular activity during the period of A.S.D. Parents will be notified of the day for detention via a detention notice and must make arrangements for transportation. Any student who fails to attend a scheduled A.S.D. session will be required to make that session up and will have an additional day added. Continued failure to attend will result in one (1) day of out of school suspension (O.S.S.). If a student accrues (3) A.S.D. appointments in one year the student will receive, but is not limited to, (1) day of O.S.S. for each additional occurrence.
 - **Friday Night Detention (F.N.D.)** – Students in the fifth through eighth grades may also be assigned Friday night detention by the principal or, in some cases, the classroom teacher. Friday night detention will start at 3:30pm on Friday and will conclude no later than 6:30pm. Friday night detention will be assigned in increments of one hour. At such a time as Friday night detention is assigned, the students’ parents will be promptly informed and the student will be scheduled for detention on the Friday of that week. Any detention that is assigned on a Friday will be deferred to the following week, unless the parent specifies that they would like the detention served on that day. Additionally, parents may also request that Friday night detention be deferred to the next week due to extenuating circumstances. These requests must be made directly to the Principal, and Friday Night Detention may not be deferred more than one week from the week assigned. Classroom teachers may assign Friday Night Detention under the following circumstances:
 - Disruption of the orderly operation of the classroom environment
 - Defiance of Authority
 - Failure to turn in classroom assignments (5 or more missing assignments)
 - Cheating or attempting to cheat on any classroom assignment
 - Repeatedly being Tardy or Unprepared to Class
 - Other behaviors as deemed appropriate by the Principal
- Teachers may only assign Friday Night Detention for periods of one hour. The principal may choose to increase the assigned detention time at the request of the teacher involved. Any student who has accumulated more than three (3) hours of Friday Night Detention may be assigned one (1) day of In School Suspension in place of the Friday Night Detention. Parents may appeal the assignment of Friday Night Detention by any teacher by directly contacting the Principal or another Administrator.

- **In School Suspension (I.S.S.)** – In School Suspension is a behavior modification program, which involves the student being suspended from the privilege of attending his/her regular classes for one or more days. Students will be under the supervision of school personnel and will be required to do their schoolwork. The student will not be able to participate or attend any extracurricular activities during the entire period of I.S.S. Students who misbehave in I.S.S. will be given Out of School Suspension (O.S.S.) for the remainder of the suspension.
- **Out of School Suspension (O.S.S.)** - Out of School Suspension is the removal of the student from the regular school environment, not allowing the student to come to school. Students under suspension will be required to complete missing work for partial credit missed during the period of suspension. In addition, they are not allowed to be on or around the school campus, including participation or attendance at any extra curricular activity sponsored by the school.
- **Student Expulsion** – If a student consistently refuses to conform to school policies and regulations as outlined in the student discipline code, or brings a weapon to school, the Principal will recommend to the Board of Education that the student be expelled from school.

STUDENT DISCIPLINE

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or board of education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

Reporting to Law Enforcement

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

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

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

Documentation in Student's Discipline Record

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

Conditions of Suspension, Expulsion and Other Disciplinary Consequences

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

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

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

Students who violate the prohibitions in this section may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences," listed below.

Pursuant to law, no student will be confined in an unattended locked space except in an emergency situation while awaiting the arrival of law enforcement personnel.

Impact on Grades

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

Prohibited Conduct

The following are descriptions of prohibited conduct and potential consequences for violations. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building within the ranges established in this regulation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and board policy.

Academic Dishonesty – Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

First Offense: No credit for the work
 Grade reduction
 Replacement assignment or
 Corporal punishment.

Subsequent Offense: No credit for the work
 Grade reduction
 Course failure
 Removal from extracurricular activities or
 Corporal punishment.

Arson – Starting or attempting to start a fire, or causing or attempting to cause an explosion.

First Offense: 1-5 days A.S.D.
 1-10 days I.S.S.
 Corporal punishment
 1-180 days out-of-school suspension or
 Expulsion.
 Restitution if appropriate.

Subsequent Offense: 1-180 days out-of-school suspension or
 Expulsion.
 Restitution if appropriate.

Assault

1. Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.

First Offense: Principal/Student conference
1-5 days A.S.D.
1-10 I.S.S.
1-180 days O.S.S
Corporal punishment or
Expulsion.

Subsequent Offense: 1-10 I.S.S
1-180 days O.S.S
Corporal punishment or
Expulsion.

2. Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes assault in the first or second degree.

First Offense: 10-180 days O.S.S. or
Expulsion.

Subsequent Offense: Expulsion.

Automobile/Vehicle Misuse – Uncourteous or unsafe driving on or around district property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on district property.

First Offense: Suspension or revocation of parking privileges
Corporal punishment
1-5 days A.S.D, or
1-5 days I.S.S. and
Notification to High School Administration

Subsequent Offense: Revocation of parking privileges
Corporal punishment,
1-10 days A.S.D.
1-10 days I.S.S or
1-10 days O.S.S. and
Notification to High School Administration

Bullying and Cyberbullying (see board policy JFCF) – Intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for their physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to, physical actions, including violence, gestures, theft or property damage; oral, written or electronic communication, including name-calling, put-downs, extortion or threats; or threats of reprisal or retaliation for reporting such acts. Cyberbullying is a form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager.

First Offense: 1-10 days A.S.D.
 1-10 days I.S.S.
 Corporal punishment or
 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days O.S.S. or
 Expulsion.

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

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

First Offense: Nullification of forged document.
 Principal/Student conference
 1-5 days A.S.D.
 Corporal punishment or
 1-10 days I.S.S

Subsequent Offense: Nullification of forged document.
 1-5 days A.S.D.
 1-10 days I.S.S.
 Corporal punishment or
 1-180 days O.S.S.

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

First Offense: Principal/Student conference
1-2 days A.S.D
Corporal punishment
1-2 days I.S.S. or
1-10 days out-of-school suspension.

Subsequent Offense: 1-2 days A.S.D.
1-10 days I.S.S.
Corporal punishment
1-180 days O.S.S. or
Expulsion.

Drugs/Alcohol (see board policies JFCH and JHCD)

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

First Offense: 1-10 days I.S.S.
Corporal punishment or
1-180 days O.S.S.

Subsequent Offense: 1-180 days O.S.S. or
Expulsion.

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

First Offense: 1-10 days I.S.S.
Corporal punishment or
1-180 days O.S.S.

Subsequent Offense: 11-180 days O.S.S. or
Expulsion.

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

First Offense: 1-180 days O.S.S or

Expulsion.

Subsequent Offense: 11-180 days O.S.S or
Expulsion.

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

First Offense: Principal/Student conference
1-5 days A.S.D.
1-10 days I.S.S.
Corporal punishment or
1-10 days O.S.S.

Subsequent Offense: 1-10 days I.S.S
1-180 days O.S.S.
Corporal punishment or
Expulsion.

Failure to Care for or Return District Property – Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.

First Offense: Restitution.
Principal/Student conference
1-5 days A.S.D
Corporal punishment or
1-5 days I.S.S.

Subsequent Offense: Restitution.
1-10 A.S.D.
Corporal punishment or
1-10 days I.S.S.

Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences – Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences."

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

First Offense: Verbal warning
1-5 days A.S.D.
1-10 days I.S.S.
1-180 days O.S.S.
Corporal punishment or
Expulsion.
Report to law enforcement for trespassing if expelled.

Subsequent Offense: 1-10 days I.S.S.
Corporal punishment
1-180 days O.S.S. or
Expulsion.
Report to law enforcement for trespassing if expelled.

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

First Offense: Restitution.
Principal/Student conference
1-5 days A.S.D.
1-10 days I.S.S.
Corporal punishment
1-180 days O.S.S. or
Expulsion.

Subsequent Offense: Restitution.
1-10 days I.S.S.
Corporal punishment
1-180 days O.S.S. or
Expulsion.

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

First Offense: Principal/Student conference
1-5 days A.S.D.
1-10 days I.S.S.
Corporal punishment or
1-180 days O.S.S.

Subsequent Offense: 1-10 days I.S.S.
Corporal punishment
1-180 days O.S.S. or
Expulsion.

Gambling – Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.

First Offense: Principal/Student conference
Loss of privileges
1-5 days A.S.D.
Corporal punishment or
1-10 days I.S.S.

Subsequent Offense: Principal/Student conference
Loss of privileges
1-5 days A.S.D.
1-10 days I.S.S.
Corporal punishment or
1-10 days O.S.S.

Harassment, including Sexual Harassment (see board policies AC and ACA and note that additional provisions of the code of conduct may apply to the student's behavior)

1. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law.

First Offense: Principal/Student conference
3-5 days A.S.D.
1-10 days I.S.S.
Corporal punishment
1-180 days O.S.S. or
Expulsion.

Subsequent Offense: 1-10 days I.S.S.
1-180 days O.S.S.
Corporal punishment or
Expulsion.

2. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law.

First Offense: 1-10 days I.S.S.
Corporal punishment
1-180 days O.S.S. or

Expulsion.

Subsequent Offense: 1-180 days O.S.S. or
Expulsion.

3. Student is found "responsible" for sexual harassment under Title IX upon conclusion of a formal complaint under policy ACA.

Any Offense: 10-180 days out-of-school suspension or
Expulsion.

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

First Offense: 1-10 days I.S.S.
Corporal punishment or
1-180 days O.S.S.

Subsequent Offense: 1-180 days O.S.S. or
Expulsion.

Incendiary Devices or Fireworks – Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.

First Offense: Confiscation.
Warning
Principal/student conference
1-5 days A.S.D.
Corporal punishment or
1-10 days I.S.S.

Subsequent Offense: Confiscation.
Principal/Student conference
1-5 days A.S.D.
1-10 days I.S.S.
Corporal punishment or
1-10 days O.S.S.

Nuisance Items – Possession or use of items such as toys, games, and portable media players that are not authorized for educational purposes.

First Offense: Confiscation.
Warning
Principal/student conference
1-2 days A.S.D.
Corporal punishment or
1-5 days I.S.S.

Subsequent Offense: Confiscation.
Principal/Student conference
1-5 days A.S.D.
1-10 days I.S.S.
Corporal punishment or
1-10 days O.S.S.

Public Display of Affection – Consensual physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

First Offense: Principal/Student conference
1 day A.S.D.
Corporal punishment or
1-10 days I.S.S.

Subsequent Offense: 4 days A.S.D.
1-10 days I.S.S.
Corporal punishment or
1-10 days O.S.S.

Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material (see board policies AC and ACA) – Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

First Offense: Confiscation.
Principal/Student conference
1-5 days A.S.D.
Corporal punishment or
1-10 days I.S.S.

Subsequent Offense: Confiscation.
1-10 days A.S.D.
1-10 days I.S.S.
Corporal punishment
1-180 days O.S.S. or

Expulsion.

Sexual Activity – Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.

First Offense: Principal/Student conference
1-5 days A.S.D.
1-10 days I.S.S.
Corporal punishment or
1-180 days O.S.S.

Subsequent Offense: 1-10 days A.S.D.
1-10 days I.S.S.
1-180 days O.S.S.
Corporal punishment or
Expulsion.

Technology Misconduct (see board policies EHB and KKB and procedure EHB-AP1)

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

First Offense: Restitution.
Principal/Student conference
Loss of user privileges
1-5 days A.S.D.
Corporal punishment or
1-10 days I.S.S.

Subsequent Offense: Restitution.
Loss of user privileges
Corporal punishment
1-180 days O.S.S. or
Expulsion.

2. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other personal electronic devices during the regular school day, including class change time, mealtimes or instructional class time, unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal.

First Offense: Confiscation
Principal/student conference
1-5 days A.S.D.
Corporal punishment or
1-10 days I.S.S.

Subsequent Offense: Confiscation
Principal/student conference
1-5 days A.S.D.
1-10 days I.S.S.
Corporal punishment
1-180 days O.S.S. or
Expulsion.

3. Violations, other than those listed in (1) or (2) above, of board policy EHB, procedure EHB-AP1 or any policy or procedure regulating student use of personal electronic devices.

First Offense: Restitution.
Principal/Student conference
1-5 days A.S.D.
Corporal punishment or
1-10 I.S.S.

Subsequent Offense: Restitution.
Loss of user privileges
1-180 days O.S.S.
Corporal punishment or
Expulsion.

4. Use of audio or visual recording equipment in violation of board policy KKB.

First Offense: Confiscation.
Principal/Student conference
1-5 days A.S.D.
Corporal punishment or
1-10 days I.S.S.

Subsequent Offense: Confiscation.
Principal/Student conference
1-5 days A.S.D.
1-10 days I.S.S.
Corporal punishment or 1-10 days O.S.S.

Theft – Theft, attempted theft or knowing possession of stolen property.

First Offense: Return of or restitution for property.

Principal/Student conference
1-5 days A.S.D.
1-10 days I.S.S.
Corporal punishment or
1-180 days O.S.S.

Subsequent Offense: Return of or restitution for property.
1-180 days O.S.S.
Corporal punishment or
Expulsion.

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

First Offense: Principal/Student conference
1-5 days A.S.D.
1-10 days I.S.S.
Corporal punishment
1-180 days out-of-school suspension or
Expulsion.

Subsequent Offense: 1-10 days I.S.S.
Corporal punishment
1-180 days O.S.S. or
Expulsion.

Tobacco

1. Possession of any tobacco products, electronic cigarettes (vaping products), other nicotine-delivery products or imitation tobacco products, as defined in policy AH, on district property, on district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may be possessed only in accordance with district policy JHCD.

First Offense: Confiscation of prohibited product.
Principal/Student conference
1-3 days A.S.D.
Corporal punishment or
1-10 days I.S.S.

Subsequent Offense: Confiscation of prohibited product.
1-5 days A.S.D.
1-10 days I.S.S.
Corporal punishment or
1-10 days O.S.S.

2. Use of any tobacco products, electronic cigarettes (vaping products), imitation tobacco products or other nicotine-delivery products, as defined in policy AH, on district property, on district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may be used only in accordance with district policy JHCD.

First Offense: Confiscation of prohibited product.
Principal/Student conference
1-5 A.S.D.
1-10 days I.S.S.
Corporal punishment or
1-3 days O.S.S.

Subsequent Offense: Confiscation of prohibited product.
1-10 days I.S.S.
Corporal punishment or
1-10 days O.S.S.

Truancy or Tardiness (see board policy JED and procedures JED-AP1 and JED-AP2) – Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

First Offense: Principal/Student conference
1-5 days A.S.D.
Corporal punishment or
1-3 days I.S.S.

Subsequent Offense: 1-5 days A.S.D.
3-10 days I.S.S. or
Corporal punishment and
Removal from extracurricular activities.

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

First Offense: Principal/Student conference
1-5 days A.S.D.
1-10 days I.S.S.
Corporal punishment or
1-180 O.S.S.

Subsequent Offense: 1-180 days O.S.S. or
Expulsion.

Vandalism (see board policy ECA) – Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.

First Offense: Restitution.
Principal/Student conference
1-10 days A.S.D.
1-10 days I.S.S.
Corporal punishment
1-180 days O.S.S. or
Expulsion.

Subsequent Offense: Restitution.
1-10 days I.S.S.
Corporal punishment
1-180 days O.S.S. or
Expulsion.

Weapons (see board policy JFCJ)

1. Possession or use of any weapon as defined in board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo.

First Offense: 1-10 days I.S.S.
Corporal punishment
1-180 days O.S.S. or
Expulsion.

Subsequent Offense: 1-180 days O.S.S. or
Expulsion.

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

First Offense: One calendar year suspension or expulsion, unless modified by the board upon recommendation by the superintendent.

Subsequent Offense: Expulsion.

3. Possession or use of ammunition or a component of a weapon.

First Offense: 1-10 days I.S.S.
Corporal punishment
1-180 days O.S.S. or

Expulsion.

Subsequent Offense: 1-180 days O.S.S. or
Expulsion.

STUDENT DUE PROCESS FOR SUSPENSION/EXPULSION

NOTE: The following procedures apply to all students except those who are defined by Board policy as disabled. Procedures applicable to disabled students are described in Board policies dealing with the discipline of disabled children. If it is determined that the behavior under review is unrelated to the handicapping condition, the normal disciplinary procedures or disciplinary procedures as outlined in the IEP can proceed immediately. When the behavior is related to the handicapping condition, the procedures outlined by law will be followed.

The Board believes that the right of a child to attend free public schools carries with it the responsibility of the child to attend school regularly and to comply with the lawful policies, rules, and regulations of the school district. This observance of school policies, rules, and regulations is essential for permitting others to learn at school.

Therefore, the administrative prerogative to exclude a student from school because of willful violation of school rules and regulations, willful conduct which materially or substantially disrupts the rights of others to an education, or willful conduct which endangers the student, other students, or the property of the school is permitted, provided such action is taken in accordance with due process and due regard for the welfare of both the student and the school.

The term “suspension” refers to an exclusion from school that will not exceed a specific period of time. The term “expulsion” refers to exclusion from school for an indefinite period.

Suspensions:

In Missouri, a Principal may suspend a student for up to ten (10) school days. The chief administrative officer may suspend a student for up to 180 days. Procedures for suspending a student are as follows:

1. Before suspending a student, the Principal or chief administrative officer must (a) tell the student, either orally or in writing, what misconduct he or she is accused of; (b) if the student denies the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension and give the student an opportunity to present his/her version of the incident.
2. If the Principal or chief administrative officer concludes that the student has engaged in misconduct punishable by suspension, the procedures described below apply unless the student is disabled. If the student were disabled, the procedures described in the policy dealing with the discipline of disabled children would apply.
3. The Principal or chief administrative officer should determine whether the student should be suspended or whether less drastic alternative measures would be appropriate.

In many cases, the Principal or chief administrative officer may decide not to suspend a student unless conferences between the teacher, student, and Principal, and/or between the parent, student, and Principal, have been held and have failed to change the student's behavior.

4. If suspension is imposed, the student's parents or guardians must be promptly notified of the suspension and the reasons for this action.

5. Suspension by a Principal must be reported, immediately and in writing, to the chief administrative officer, who may revoke the suspension, either in part or full, at any time.

6. If a suspension is imposed, the student must check in with the Principal on their first day back to school before returning to their regular classroom.

7. If a student is suspended for more than ten (10) school days, the following rules also apply:

a. The student, parents, guardians (or others having custodial care), have a right to appeal the chief administrative officer's decision to the Board or a committee of the Board appointed by the Board president.

b. If the student gives notice that he/she wishes to appeal the suspension to the Board, the suspension shall be stayed until the Board renders its decision, unless in the chief administrative officer's judgment, the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process.

c. All notices of appeal shall be transmitted, either by the appealing party or by the chief administrative officer, to the secretary of the Board. Oral notices, if made to the chief administrative officer, shall be reduced to writing and communicated to the secretary of the Board.

d. The chief administrative officer, when notified of an appeal, shall promptly transmit to the Board, a full written report of the facts relating to the suspension, the action taken by the chief administrative officer, and the reasons for the action.

e. Upon receipt of a notice of appeal, the Board will schedule a hearing, and within a reasonable amount of time of the scheduled date, will notify by certified mail, the appealing party of the date, time, and place of the hearing and of the right to counsel, to call witnesses, and to present evidence at the hearing.

f. Hearings of appealed suspensions will be conducted as described in the section of this policy dealing with student disciplinary hearings.

Suspensions for more than 180 days and Expulsions:

Only the Board may suspend or expel a student for more than 180 days. The applicable procedures are outlined below:

1. Before recommending to the Board that a student be expelled or suspended for more than 180 days, the chief administrative officer must:
 - a. Tell the student, either orally or in writing, what misconduct he or she is accused of committing.
 - b. If the student denies the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension/expulsion, and give the student an opportunity to present his/her version of the incident.
2. If the chief administrative officer concludes that the student has engaged in misconduct and should be expelled or suspended for more than 180 days, the procedures described below apply unless the student is disabled. If the student is disabled, the procedures described in the policy dealing with the discipline of disabled children shall apply.
 - a. The chief administrative officer will recommend to the Board that the student be expelled or suspended for more than 180 days. The chief administrative officer may also immediately suspend the student for up to 180 days.
 - b. Upon receipt of the chief administrative officer's recommendation, the Board will follow the procedures described in the section of this policy dealing with student disciplinary hearings.
3. If the student is expelled, he or she may later apply to the Board for readmission. Only the Board can readmit an expelled student.

Student Discipline Hearings:

The Board of Education may originate student discipline hearings upon recommendation of the chief administrative officer. In such cases, the Board of Education will review the chief administrative officer's report and determine whether to conduct a discipline hearing. In addition, student discipline hearings also will be held upon written request of the student or the student's parents, to consider appeals from student suspensions in excess of ten (10) school days. A discipline hearing will always be held in cases of suspensions in excess of 180 school days or expulsions, unless after meeting with the chief administrative officer or designee, the parent or guardian waives, in writing, the right to an expulsion hearing.

If all hearings, whether initiated by the Board of Education or by appeal, the following procedures will be adhered to:

1. The student and the parents/guardians will be advised of the charges against the student; their right to a Board hearing; the date, time, and place of the hearing; their right to counsel; and

their procedural rights to call witnesses, enter exhibits, and cross-examine adverse witnesses. All such notifications will be made by certified mail, addressed to the student's parents or guardians. The Board shall make a good faith effort to have the parents or guardians present at the hearing.

2. Prior to the Board hearing, the student and the student's parents/guardians will be advised of the identity of the witnesses to be called by the administration and advised of the nature of their testimony. In addition, the student and the parents/guardians will be provided with copies of the documents to be introduced at the hearing by the administration.

3. The hearing will be closed unless the Board decides otherwise. The hearing will only be open with parental consent. At the hearing, the administration or their counsel will present the charges and such testimony and evidence to support such charges. The student, his or her parents/guardians, or their counsel, shall have the right to present witnesses, introduce exhibits, and to cross-examine witnesses called in support of the charges. A licensed court reporter may record the hearing and prepare a written transcript.

4. At the conclusion of the hearing, the Board of Education shall deliberate in executive session and shall render a decision to dismiss the charges; to suspend the student for a specified period of time; or to expel the student from the school(s) of the district. The administration or its counsel, by direction of the Board of Education, shall promptly prepare and transmit to the parents/guardians, written notice of the decision. This shall include Finding of Fact and Conclusion of Law.

Remedial Conference:

Prior to the readmission or enrollment of any student who has been suspended out of school or expelled in accordance with this policy, a conference must be held to review the student's conduct that resulted in the suspension or expulsion, and any remedial actions needed to prevent future occurrences of such conduct or related conduct. The conference shall include the appropriate school officials including any teacher directly involved with the conduct that resulted in the suspension or expulsion, the student, and the parents/guardians of the student, or any agency having legal jurisdiction, care, custody, or control of the student. The Board of Education shall notify, in writing, the parents/guardians and all other parties of the time, place, and agenda of any such conference. Failure of any party to attend this conference shall not preclude holding the conference.

PUBLIC NOTICES

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. Dent-Phelps R-III School assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction.

Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation/intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young children with a developmental delay.

Dent-Phelps R-III 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.

Dent-Phelps R-III 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 or Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

FERPA

In order to provide students with appropriate instruction and educational services, it is necessary for the Dent-Phelps R-III District to maintain extensive and sometimes personal information about students and families. These records must be kept confidential in accordance with law, but must also be readily available to district personnel who need the records to effectively serve district students. The superintendent or designee will provide for the proper administration of student records in accordance with law, develop appropriate procedures for maintaining student records, and standardize procedures for the collection and transmission of necessary information about individual students throughout the district. The superintendent and building principals will develop a student records system that includes protocols for releasing student education records. Principals are responsible for maintaining and protecting student education records in each school. The superintendent or designee will make arrangements so that all district employees are trained annually on the confidentiality of student education records, as applicable for each employee classification.

Definitions

Eligible Student

A student or former student who has reached age 18 or is attending a postsecondary school.

Parent

A biological or adoptive parent of a student, a guardian of a student, or an individual acting as a parent or guardian in the absence of the student's parent or guardian.

Student

Any person who attends or has attended a school in the school district and for whom the district maintains education records.

Health Information

Student health information is a type of student record that is particularly sensitive and protected by numerous state and federal laws. Student health information shall be protected from unauthorized, illegal or inappropriate disclosure by adherence to the principles of confidentiality and privacy. The information shall be protected regardless of whether the information is received orally, in writing or electronically and regardless of the type of record or method of storage.

Dent-Phelps R-III 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 school from 8:30 a.m. to 3:30 p.m. during regular school days. This notice will be provided in native languages as appropriate.

Parent and Eligible Student Access

All parents may inspect and review their student's education records, seek amendments, consent to disclosures and file complaints regarding the records as allowed by law unless a court order, statute or legally binding document prohibits such access. These rights transfer from the parent to the student once the student becomes an eligible student; however, under the Missouri Sunshine Law, parents maintain some rights to inspect student records even after a student turns 18. The district will extend the same access to records to either parent, regardless of divorce, custody or visitation rights, unless the district is provided with evidence that the parent's rights to inspect records have been legally modified. If a parent or eligible student believes an education record related to the student contains information that is inaccurate, misleading or in violation of the student's privacy, the parent or eligible student may use the appeals procedures created by the superintendent or designee to request that the district amend the record. The district will annually notify parents and eligible students of their rights in accordance with law.

Directory Information

Directory Information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The district will designate the types of information included in directory information and release this information without first obtaining consent from a parent or eligible student unless a parent or eligible student notifies the district in writing as directed. Parents of eligible students will be notified annually of the information the district has designated as directory information and the process for notifying the district if they do not want the information released. Even if parents or eligible students notify the district in writing that they do not want directory information disclosed, the district may still disclose the information if required or allowed to do so bylaw. For example, the district may require students to disclose their names, identifiers or district e-mail addresses in classes in which they are enrolled, or students may be required to wear, publicly display or disclose a student identification card or badge that exhibits information that is designated as directory information. The school district

designates the following items as directory information. General Directory Information -The following information the district maintains about a personally identifiable student may be disclosed by the district to the school community through, for example, district publications, or to any person without first obtaining written consent from a parent or eligible student.

Law Enforcement Access

The district may report or disclose education records to law enforcement and juvenile justice authorities if the disclosure concerns law enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed must comply with applicable restrictions set forth in federal law. If the district reports a crime committed by a student with a disability as defined in the Individuals with Disabilities Education Act (IDEA), the district will transmit copies of the special education and disciplinary records to the authorities to whom the district reported the crime as allowed by law.

Law enforcement officials also have access to directory information and may obtain access to student education records in emergency situations as allowed by law. Otherwise, law enforcement officials must obtain a subpoena or consent from the parent or eligible student before a student's education records will be disclosed.

Children's Division Access

The district may disclose education records to representatives of the CD when reporting child abuse and neglect in accordance with law. Once the CD obtains custody of a student, CD representatives may also have access to education records in accordance with law. CD representatives may also have access to directory information and may obtain access to student education records in emergency situations, as allowed by law. Volunteer Access District staff will not allow volunteers to access student records unless the volunteer has completed a criminal background check and the district has determined that the volunteer should have access. A volunteer who has completed a criminal background check may access student education records only under the supervision of staff members and when necessary to assist the district.

Records Retention

The district shall retain all student records in accordance with applicable federal and state law, as well as the current version of the Missouri Secretary of State's Public School Records Retention Schedule and General Records Retention Schedule. without parental consent. (20 U.S.C. §1232g, 20 U.S.C. §7908, Policy JO, Procedure JO-AP1).

Model Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, 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 parent;
 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 student’s parent; or
 8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of–
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)
- Inspect, upon request and before administration or use –
 1. Protected information surveys of students and surveys created by a third party;
 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.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Dent-Phelps R-III School District has developed policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Dent-Phelps R-III will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Dent-Phelps R-III will also directly notify, such as through the U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. Dent-Phelps R-III will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
 - Administration of any protected information survey not funded in whole or in part by ED.
 - Any non-emergency, invasive physical examination or screening as described above.
- Parents who believe their rights have been violated may file a complaint with:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

(20 U.S.C. §1232h, Policies JHC, JHDA, KI)

SEXUAL HEALTH INSTRUCTION

The Board of Education recognizes that parents/guardians should be the primary source of sexuality education for their children. The Board also recognizes that effective sexuality education, taught in concert with parents/guardians, helps students avoid risks to their health and academic success and prepares them to make informed decisions as adults.

The district will offer instruction in human sexuality and will provide instruction regarding sexual abuse as required by law. All instruction will be appropriate to the age of the students receiving the instruction, and students may be separated by gender for the instruction. All instructional materials will be approved by the school board prior to use in the classroom.

Notice and Opt-Out

The district will notify parents/guardians of the basic content of the district's human sexuality and

sexual abuse instruction. The district will also notify parents/guardians of their right to remove their student from any part of the district's instruction on these topics upon written request. The district will make all curriculum materials used in the district's human sexuality and sexual abuse instruction available for inspection prior to the use of such materials in actual instruction.

Human Sexuality and Sexually Transmitted Diseases

As required by state law, any course materials and instruction relating to human sexuality and sexually transmitted diseases shall be medically and factually accurate and shall:

1. Present abstinence from sexual activity as the preferred choice of behavior in relation to all sexual activity for unmarried students because it is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases and the emotional trauma associated with adolescent sexual activity. Students shall be advised that teenage sexual activity places them at a higher risk of dropping out of school because of the consequences of sexually transmitted diseases and unplanned pregnancy.
2. Stress that sexually transmitted diseases are serious possible health hazards of sexual activity. Students shall be provided with the latest medical information regarding exposure to human immunodeficiency virus (HW), acquired immune deficiency syndrome (AIDS), human papillomavirus (RPV), hepatitis and other sexually transmitted diseases.
3. Present students with the latest medically factual information regarding both the possible sidewith information on contraceptives and pregnancy in a manner consistent with the provisions of federal abstinence education law.
3. Present students with the latest medically factual information regarding both the possible side effects and health benefits of all forms of contraception, including the success and failure rates for the prevention of pregnancy and sexually transmitted diseases, or present students with information on contraceptives and pregnancy in a manner consistent with the provisions of federal abstinence education law.
4. Include a discussion of the possible emotional and psychological consequences of preadolescent and adolescent sexual activity and the consequences of adolescent pregnancy, as well as the advantages of adoption, including the adoption of special needs children, and the processes involved in making an adoption plan.
5. Teach skills of conflict management, personal responsibility and positive self-esteem through discussion and role playing at appropriate grade levels to emphasize that the student has the power to control personal behavior. Students shall be encouraged to base their actions on reasoning, self-discipline, sense of responsibility, self-control and ethical considerations, such as respect for one's self and others. Students shall be taught not to make unwanted physical and verbal sexual advances or otherwise exploit another person. Students shall be taught to resist unwanted sexual advances and other negative peer pressure.
6. Teach students about consent, sexual harassment and sexual violence. Specifically, students

will be taught that:

A) Consent is a freely given agreement to the conduct at issue by a competent person, and that:

- An expression of lack of consent through words or conduct does not constitute consent.
- Lack of verbal or physical resistance does not constitute consent.
- Submission resulting from the use of force, threat of force or fear does not constitute consent.
- A current or previous dating, social or sexual relationship between two parties does not by itself constitute consent.
- The manner of dress chosen by a person does not constitute consent.

B) Sexual harassment is uninvited and unwelcome verbal or physical behavior of a sexual nature, especially by a person in authority toward a subordinate.

C) Sexual violence is causing or attempting to cause another to engage involuntarily in any sexual act by force, threat of force, duress or without the person's consent.

7. Advise students of the laws pertaining to their financial responsibility to children born in aid out of wedlock and advise students of the provisions of Missouri law pertaining to statutory rape and statutory sodomy.

8. Teach students about the characteristics of and ways to identify sexual predators.

9. Teach students safe and responsible Internet use, including the dangers of online sexual predators, when using electronic communication methods such as the Internet, mobile phones, text messages, chat rooms, social media, e-mail and instant messaging.

10. Instill in students the importance of having open communication with responsible adults, reporting any inappropriate situation, activity or abuse to a responsible adult and, depending on intent and content, to local law enforcement, the Federal Bureau of Investigation (FBI) or the National Center for Missing and Exploited Children's "CyberTipline."

11. Explain the potential consequences, both personal and legal, of inappropriate text messaging and sexting, even among friends.

12. The district will not permit a person or entity to offer, sponsor or furnish in any manner any course materials or instruction relating to human sexuality or sexually transmitted diseases to its students if the person or entity is a provider of abortion services. No district personnel or agents, acting in their official capacities, will encourage any student to have an abortion. (§170.015, Policy IGAEB)

Sexual Abuse:

In accordance with law, the district will provide trauma-informed, developmentally appropriate training to students in grades 6-12 regarding sexual abuse including, but not limited to, instruction

on:

1. How to recognize sexual abuse;
- 2, How to report an incident of sexual abuse;
3. How to obtain assistance and intervention; and
4. Resources for students affected by sexual abuse.

(§170.045, Policy IGAEB)

Department of Elementary and Secondary Education's Trauma-Informed Schools Initiative Link:

[Trauma-Informed Schools Initiative | Missouri Department of Elementary and Secondary Education](#)

(§161.1050, RSMo.)

Notice Regarding Searches, Including:

- a. Students have no expectation of privacy in lockers, desks, computers or other district-provided equipment or areas.
- b. The district will conduct periodic and unannounced administrative searches of lockers, computers and other district equipment. .
- c. Additional searches of bags, purses, coats, electronic devices, other personal possessions and cars in accordance with law..
- d. **(Fourth Amendment of U.S. Constitution, Policy JFG and JFCI when applicable)**

Suicide Awareness:

Suicide is a leading cause of death among youths in Missouri and is a public health concern impacting all Missouri citizens. The district is committed to maintaining a safe environment to protect the health, safety and welfare of students.

The district will establish a district-level **CRT** (Crisis Response Team) and, if practical, a team in each building. CRT members will include administrators, counselors and the school nurse and may also include school social workers, school resource officers, teachers and community

members as appropriate. The CRT will be responsible for implementation of the district's response plan. The district will use an evidence-based/informed tool for determining whether a student is at risk of suicide or is having a suicide crisis. The CRT members and the building administrator will receive training and coaching in using this tool to assist in making determinations as to whether a student may be at risk of suicide and the appropriate response. Any such determination shall be made by multiple team members. If the district has a behavioral risk assessment team, a threat assessment team or any similar team that monitors students considered "at risk," those teams must immediately contact the CRT if the team has identified a student who might be at risk for self-harm or suicide.

Response Plan

District employees will respond immediately in situations where they have a reasonable belief that a student may be at risk of suicide or may be having a suicide crisis.

Students Who May Be at Risk of Suicide

Any district employee who has a reasonable belief that a student may be at risk of suicide, even though the student is not having a suicide crisis as defined in this policy, will take the following steps:

1. Find another employee and make every effort to locate the student immediately. One of the employees must stay with the student.
2. While one employee stays with the student, the other will notify a CRT member or the building administrator or designee. If the employee cannot reach the building administrator, designee or any of the CRT members, the employee will contact the student's parent/guardian. If the parent/guardian is also unavailable, or at the parent's/guardian's request, the employee will contact emergency services.

When a CRT member or the building administrator or designee receives notification that a student may be at risk of suicide, the CRT member, administrator or designee will take the following steps:

1. If the student cannot be located or leaves after being located, contact the parent/guardian to explain the district's concern.
2. If the student has been located, use an evidence-based/informed tool to determine whether the student is at risk of suicide and the appropriate response. Regardless of the determination, the building administrator or designee will contact the student's parent/guardian to discuss the concern
3. If it is determined that the student may be at risk of suicide, appropriate members of the CRT will meet with the student and the student's parents/guardians to discuss support and safety systems, available resources, coping skills and collaborative ways to support the student.

Students Who May Be Having a Suicide Crisis

If an employee reasonably believes that a student is having a suicide crisis, the employee will take the following steps:

1. Find another employee and make every effort to locate the student immediately. One of the employees must stay with the student.
2. Immediately report the situation to a CRT member or the building administrator or designee. If the employee cannot reach the building administrator, designee or any of the CRT members, the employee will notify the student's parent/guardian and contact emergency services. The employee may also contact the National Suicide Prevention Lifeline (800-273-8255) or 988 for assistance. As soon as practical, the employee will notify the building administrator or designee.

When a CRT member or the building administrator or designee receives notification that a student is believed to be having a suicide crisis, the CRT member, administrator or designee will take the following steps:

1. If the student cannot be located or leaves after being located, a CRT member or the building administrator or designee will contact the parent/guardian to explain the district's concern.
2. If the student has been located, the CRT member and the building administrator or designee will, based on their training and an assessment of the student, determine the appropriate action, including whether to call emergency services, and implement the appropriate response.
3. At an appropriate time after the crisis has passed, appropriate CRT members will meet with the student and the student's parents/guardians to discuss support and safety systems, available resources, coping skills and collaborative ways to safely support the student.

Students Attending Virtually

In addition to monitoring the attendance and academic progress of students receiving education virtually (virtual learners), the district must also monitor virtual learners who may be at risk for suicide. Building administrators will develop procedures for monitoring the social/emotional health, including suicide risk, of virtual learners in conjunction with monitoring attendance and academic progress that will include:

1. Identifying staff members who will contact virtual learners on a regular basis;
2. Providing hard copies of student contact information to those assigned to contact virtual learners as a backup to Internet access of student records;
3. Creating a few questions designed to assess a virtual learner's social and emotional health that will be asked in conjunction with questions about academic progress;

4. Creating a written set of instructions for employees to follow if the employee suspects the virtual learner may be at risk of suicide or self-harm; and
5. Notifying the CRT. To the extent possible, the superintendent or designee will work with the teachers hired by Missouri Course Access and Virtual School Program (MOCAP) providers to solicit information about the social and emotional health of the virtual learners in their courses.

Confidentiality

Employees are required to share with the CRT and administrators or their designees any information that may be relevant in determining whether a student is at risk of suicide, is having a suicide crisis or is otherwise at risk of harm.

Employees are prohibited from promising students that information shared by the student will be kept secret when the information is relevant to the student's safety or the safety of another person.

Release of a student's individually identifiable education records will be made in accordance with the Family Educational Rights and Privacy Act (FERPA). In accordance with FERPA, information contained in a student's education records may be revealed at any time to the student's parents/guardians and school personnel who have a legitimate interest in the information. Education records may be shared with other appropriate persons when necessary to protect the health or safety of the student or others.

Abuse and Neglect

If any employee of the district has reasonable cause to believe a student has been or may be subjected to abuse or neglect or observes the student being subjected to conditions or circumstances that would reasonably result in abuse or neglect, the employee will contact the Child Abuse and Neglect Hotline in accordance with law and board policy.

Accommodating a Disability

If at any time a parent/guardian informs the district that a student has a medical condition or impairment that could require accommodation, district employees will contact the district's compliance coordinator to determine whether the student has a disability.

School and Community Resources

The district will, in collaboration with local organizations and the Missouri Department of Mental Health, identify local, state and national resources and organizations that can provide information or support to students and families. Copies of or links to resources will be available to all students and families on the district's website and in all district schools.

A CRT member will follow up with students who have been identified as being at risk of suicide or who have had a suicide crisis and their parents/guardians to offer additional assistance. The CRT will determine the number and frequency of follow-up visits.

If a student transfers to virtual learning or is otherwise not present in school, the district will, to the extent possible, continue providing any supportive services the student was receiving from the district while in physical attendance.

The district will request permission from the parent/guardian to consult with the student's outside medical provider to assist in determining what interventions the district should use.

Beginning July 1, 2023, identification badges issued to students in grades 7–12 shall include the Suicide and Crisis Lifeline three-digit phone number, 988, on both sides of the badge. Badges purchased prior to this date may be used until the supply is depleted.

Response to Incidents Impacting the School

When the school community is impacted by the attempted suicide or death by suicide of a student, staff member or other person in the school community, the superintendent or designee will confer with the district-level CRT and, when appropriate, confer with local community resources and professionals identify and make available supports that may help the school community understand and process the behavior or death.

The CRT and the superintendent or designee will determine appropriate procedures for informing the school community of an attempted suicide or death by suicide and the supports that will be offered. Staff and students who need immediate attention following an attempted suicide or death by suicide will be provided support and resources available through the district and will be given information about other resources.

Return to School Following a Suicide Attempt

Students who have attempted suicide are at greater risk to attempt to harm themselves again and require support when returning to school. The building administrator will designate an appropriate employee to serve as a case manager for a student returning to school after a suicide attempt.

The case manager will:

1. Meet with the student and family prior to the return date;
2. Study the student's records, including the events that precipitated the attempt if available;
3. Provide information about the student to teachers and other staff members to the extent necessary to support the student's return;

4. Meet with the student regularly; and
5. Assist the student and family in finding supportive services outside of the school.

Staff Education on Suicide Prevention and Response Protocol

All district employees will receive information regarding this policy and the district's protocol for suicide awareness, prevention and response. This information will be provided to current employees and each new employee hired. The information will focus on the importance of suicide prevention, recognition of suicide risk factors, strategies to strengthen school connectedness, and response procedures and will include:

1. Strategies that can help identify students who are at possible risk of suicide;
2. Strategies and protocols for helping students at possible risk of suicide; and
3. Protocols for responding to a suicide death.

The district will also provide opportunities for district staff to participate in professional development regarding suicide awareness and prevention. Opportunities may include district-led training, access to web based training, or training provided in other school districts or by local organizations or healthcare professionals.

Suicide Prevention Education for Students

Starting no later than fifth grade, students will receive age-appropriate information and instruction on suicide awareness and prevention. Information and instruction may be offered in health education, by the counseling staff or in other curricula as may be appropriate.

Policy Publication

The district will notify employees, students and parents/guardians of this policy by posting this policy on the district's website and providing information about the policy to district employees. The district may also include information about the policy in appropriate district publications and student handbooks. (§170.048, RSMo., Policy JHDF)

Virtual Instruction:

Qualifying students may enroll in virtual courses offered in the Missouri Course Access Program. (MOCAP). Missouri Department of Elementary and Secondary Education Guidance Document on applicable enrollment processes and roles, responsibilities of the student, parent, virtual provider and school district may be found at: [MOCAP - Missouri](#) (§161.670, RSMo., Policy IGCD)

Electronic Communication

Staff Members are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the district or the staff member uses his or her own personal electronic communication devices, accounts, webpages or other forms of electronic communication.

The district's policies, regulations, procedures and expectations regarding in-person communications at school and during the school day also apply to electronic communications for educational purposes, regardless of when those communications occur. Staff communications must be professional, and student communications must be appropriate. Staff members may only communicate with students electronically for educational purposes between the hours of 6:00 am, and 10:00 p.m. Staff Members may use electronic communication with students only as frequently as necessary to accomplish the educational purpose.

When communicating electronically with students for educational purposes, staff members must use district-provided devices, accounts and forms of communication (such as computers, phones, telephone numbers, e-mail addresses and district-sponsored webpages or social networking sites), when available. If district-provided devices, accounts and forms of communication are unavailable, staff members communicating electronically with students must do so in accordance with number two below. Staff members may communicate with students using district-provided forms of communication without first obtaining supervisor approval. These communications may be monitored. With district permission, staff members may establish websites or other accounts on behalf of the district that enable communications between staff members and students or parents/guardians. Any such website or account is considered district sponsored and must be professional and conform to all district policies, regulations and procedures.

A staff members supervisor may authorize a staff member to communicate with students using the staff member's personal telephone numbers, addresses, webpages or accounts (including, but not limited to, accounts used for texting) to organize or facilitate a district-sponsored class or activity if the communication is determined necessary or beneficial, if a district-sponsored form of communication is not available, and if the communication is related to the class or activity. The district will provide notification to the parents/guardians of students participating in classes or activities for which personal electronic communications have been approved. Staff Members may be required to send the communications simultaneously to the supervisor if directed to do so. Staff members are required to provide their supervisors with all education-related communications with district students upon request.

Staff use of any electronic communication is subject to the district's policies, regulations and procedures including, but not limited to, policies, regulations, procedures and legal requirements governing the confidentiality and release of information about identifiable students. Employees who obtain pictures or other information about identifiable students through their connections with the district are prohibited from posting such pictures or information on personal websites or personal social networking websites without permission from a supervisor.

The district discourages staff members from communicating with students electronically for reasons other than educational purposes. When an electronic communication is not for educational purposes, the section of this policy titled “Exceptions to This Policy” applies, and if concerns are raised, the staff member must be prepared to demonstrate that the communications are appropriate. This policy does not limit staff members from communicating with their children, stepchildren or other persons living within the staff member’s home who happen to be students of the district.

Consequences:

Staff members who violate this policy will be disciplined, up to and including termination of employment. Depending on the circumstances, the district may report staff members to law enforcement and the Children’s Division (CD) of the Department of Social Services for further investigation, and the district may seek revocation of a staff member’s license(s) with the Department of Elementary and Secondary Education (DESE).

Reporting

Any person, including a student, who has concerns about or is uncomfortable with a relationship or activities between a staff member and a student should bring this concern immediately to the attention of the principal, counselor or staff members supervisor. If illegal discrimination or harassment is suspected, the process in policy AC will be followed. Any staff member who possesses knowledge or evidence of possible violations of this policy must immediately make a report to the district’s administration. All staff members who know or have reasonable cause to suspect child abuse shall immediately report the suspected abuse in accordance with Board policy. Staff members must also immediately report a violation or perceived violation of the district’s discrimination and harassment policy (AC) to the district’s nondiscrimination compliance officer. Staff members may be disciplined for failing to make such reports. The district will not discipline, terminate or otherwise discriminate or retaliate against a staff member for reporting in good faith any action that may be a violation of this policy.

Training

The district will provide training to district staff that includes current and reliable information on identifying signs of sexual abuse in children and potentially abusive relationships between children and adults. The training will emphasize legal reporting requirements and cover how to establish an atmosphere where students feel comfortable discussing matters related to abuse.
(Policy GBH)

<p style="text-align: center;">Standard Complaint Resolution Procedure For Improving America’s Schools Act Program</p>

This complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education under the Goals 2000; Educate America Act and the Improving America’s Schools Act (IASA).

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

Any parent or legal 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. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed and the resolution pursued in accordance with local district policy. Please contact the chief administrative officer at 573-729-4680 to obtain a copy of this policy. If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is no 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 local district or Department personnel.

Every Student Succeeds Act

Our district is required to inform you of certain information that you, according to **Every Student Succeeds Act of 2015 (ESSA)**, 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 the 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 the 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.

Standard Complaint Resolution Procedure for Every Student Succeeds Act of 2015 (ESSA)

Missouri Department of Elementary & Secondary Education
Every Student Succeeds Act of 2015 (ESSA)
COMPLAINT PROCEDURES

This guide explains how to file a complaint about any of the programs that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA).

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1. What is a complaint?

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.

¹ Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V Revised 4/17 ² In compliance with ESSA Title VIII- Part C. Sec. 8304(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.

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 ESSA 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-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

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

In addition to the procedures listed in number 7 above, complaints related to equitable services 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 Department's 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. 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.

<p>Prohibition Against Discrimination, Harassment and Retaliation Policy</p>

General Rule

The Dent-Phelps R-III School District Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The Dent-Phelps R-III School District is an equal opportunity employer.

The Board also prohibits:

1. Retaliatory actions including, but not limited to, acts of intimidation, threats, coercion or discrimination against those who:
 - a) Make complaints of prohibited discrimination or harassment.
 - b) Report prohibited discrimination or harassment.
 - c) Participate in an investigation, formal proceeding or informal resolution, whether conducted internally or outside the district, concerning prohibited discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing discrimination, harassment or retaliatory actions.
3. Discrimination, harassment or retaliation against any person because of such person's association with a person protected from discrimination or harassment in accordance with this policy.

All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute discrimination, harassment or retaliation in accordance with this policy. If a student alleges sexual misconduct on the part of any district employee to any person employed by the district, that person will immediately report the allegation to the Children's Division (CD) of the Department of Social Services in accordance with state law. In accordance with this policy and as allowed by law, the district will investigate and address discrimination, harassment and retaliation that negatively impact the school environment, including instances that occur off district property or are unrelated to the district's activities.

Additional Prohibited Behavior

Behavior that is not unlawful or does not rise to the level of illegal discrimination, harassment or retaliation might still be unacceptable for the workplace or the educational environment. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including, but not limited to, socioeconomic level, sexual orientation or perceived sexual orientation.

Boy Scouts of America Equal Access Act

As required by law, the district will provide equal access to district facilities and related benefits and services and will not discriminate against any group officially affiliated with the Boy Scouts of America, the Girl Scouts of the United States of America or any other youth group designated in applicable federal law.

School Nutrition Programs

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices and employees, and institutions participating in or administering USDA programs (including the district), are prohibited from discriminating based on race, color, national origin, sex, disability, age or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by the USDA. These programs include the National School Lunch Program, the Special Milk Program, the School Breakfast Program and the Summer Food Service Program.

Any person or representative alleging discrimination based on a prohibited basis has the right to file a complaint within 180 days of the alleged discriminatory action with the USDA Office of the Assistant Secretary for Civil Rights or the district's compliance officer using the process outlined in policy EF.

Interim Measures

When a report is made or the district otherwise learns of potential discrimination, harassment or retaliation, the district will take immediate action to protect the alleged victim, including implementing interim measures. For example, the district may alter a class seating arrangement, provide additional supervision for a student or suspend an employee pending an investigation. The district will take immediate steps to prevent retaliation against the alleged victim, any person associated with the alleged victim, or any witnesses or participants in the investigation. These steps may include, but are not limited to, notifying students, employees and others that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment or retaliation have occurred.

Consequences and Remedies

If the district determines that discrimination, harassment or retaliation have occurred, the district will take prompt, effective and appropriate action to address the behavior, prevent its recurrence and remedy its effects.

Employees who violate this policy will be disciplined, up to and including employment termination. Students who violate this policy will be disciplined, which may include suspension or expulsion. Patrons, contractors, visitors or others who violate this policy may be prohibited from district property or otherwise restricted while on district property. The superintendent or designee will contact law enforcement or seek a court order to enforce this policy when necessary or when actions may constitute criminal behavior.

Students, employees and others will not be disciplined for speech in circumstances where it is protected by law.

In accordance with law and district policy, any person suspected of abusing or neglecting a child will be reported immediately to the CD.

Remedies provided by the district will attempt to minimize the burden on the victim. Such remedies may include but are not limited to: providing additional resources such as counseling, providing access to community services, assisting the victim in filing criminal charges when applicable, moving the perpetrator to a different class or school, providing an escort between classes, or allowing the victim to retake or withdraw from a class. The district may provide additional training to students and employees, make periodic assessments to make sure behavior complies with district policy, or perform a climate check to assess the environment in the district.

Definitions

Compliance Officer - The individual responsible for implementing this policy, including the acting compliance officer when he or she is performing duties of the compliance officer.

Discrimination - Conferring benefits upon, refusing or denying benefits to, or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law, or based on a belief that such a characteristic exists.

Grievance - A verbal or written report (also known as a complaint) of discrimination, harassment or retaliation made to the compliance officer.

Harassment - A form of discrimination, as defined above, that occurs when the school or work environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the employment or educational environment.

Behaviors that could constitute illegal harassment include, but are not limited to, the following acts if based on race, color, religion, sex, national origin, ancestry, disability, age, genetic

information or any other characteristic protected by law or based on a belief that such a characteristic exists: graffiti; display of written material, pictures or electronic images; name calling, teasing or taunting; insults, derogatory remarks or slurs; jokes; gestures; threatening, intimidating or hostile acts; physical acts of aggression, assault or violence; theft; or damage to property.

Sexual Harassment - A form of discrimination, as defined above, on the basis of sex. Sexual harassment is unwelcome conduct that occurs when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the district's programs and activities or the conditions of employment. Sexual harassment may occur between members of the same or opposite sex. The district presumes a student cannot consent to behavior of a sexual nature with an adult regardless of the circumstance.

Behaviors that could constitute sexual harassment include, but are not limited to:

1. Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.
2. Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.
3. Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.
4. Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex.
5. Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.
6. Comments about an individual's body, sexual activity or sexual attractiveness.
7. Physical sexual acts of aggression, assault or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking) against a person's will or when a person is not capable of giving consent due to the person's age, intellectual disability or use of drugs or alcohol.
8. Gender based harassment and acts of verbal, nonverbal, written, graphic or physical conduct based on sex or sex stereotyping, but not involving conduct of a sexual nature.

Working Days - Days on which the district's business offices are open.

Compliance Officer

The Board designates the following individual to act as the district's compliance officer:

Superintendent
27820 Highway C, Salem, MO 65560
(573) 729-4680 / (573) 729-8644
vbrooker@dentphelps.k12.mo.us

In the event the compliance officer is unavailable or is the subject of a report that would otherwise be made to the compliance officer, reports should instead be directed to the acting compliance officer:

Principal
27820 Highway C, Salem, MO 65560
(573) 729-4680 / (573) 729-8640
ktiefenthaler@dentphelps.k12.mo.us

The compliance officer or acting compliance officer will:

1. Coordinate district compliance with this policy and the law.
2. Receive all grievances regarding discrimination, harassment and retaliation in the Dent-Phelps R-III School District.
3. Serve as the districts designated Title IX, Section 504 and Americans with Disabilities Act (ADA) coordinator, as well as the contact person for compliance with other discrimination laws.
4. Investigate or assign persons to investigate grievances; monitor the status of grievances to ensure that additional discrimination, harassment and retaliation do not occur; and recommend consequences.
5. Review all evidence brought in disciplinary matters to determine whether additional remedies are available, such as separating students in the school environment.
6. Determine whether district employees with knowledge of discrimination, harassment or retaliation failed to carry out their reporting duties and recommend disciplinary action, if necessary.
7. Communicate regularly with the district's law enforcement unit to determine whether any reported crimes constitute potential discrimination, harassment or retaliation.

8. Oversee discrimination, harassment or retaliation grievances, including identifying and addressing any patterns or systemic problems and reporting such problems and patterns to the superintendent or the Board.
9. Seek legal advice when necessary to enforce this policy.
10. Report to the superintendent and the Board aggregate information regarding the number and frequency of grievances and compliance with this policy.
11. Make recommendations regarding changing this policy or the implementation of this policy.
12. Coordinate and institute training programs for district staff and supervisors as necessary to meet the goals of this policy, including instruction in recognizing behavior that constitutes discrimination, harassment and retaliation.
13. Periodically review student discipline records to determine whether disciplinary consequences are applied uniformly.
14. Perform other duties as assigned by the superintendent.

Public Notice

The superintendent or designee will continuously publicize the district's policy prohibiting discrimination, harassment and retaliation and disseminate information on how to report discrimination, harassment and retaliation. Notification of the district's policy will be posted in a public area of each building used for instruction or employment or open to the public. Information will also be distributed annually to employees, parents/guardians and students as well as to newly enrolled students and newly hired employees. District bulletins, catalogs, application forms, recruitment material and the district's website will include a statement that the Dent-Phelps R-III School District does not discriminate in its programs, services, activities, facilities or with regard to employment. The district will provide information in alternative formats when necessary to accommodate persons with disabilities.

Reporting

Students, employees and others may attempt to resolve minor issues by addressing concerns directly to the person alleged to have violated this policy, but they are not expected or required to do so. Any attempts to voluntarily resolve a grievance will not delay the investigation once a report has been made to the district.

Unless the concern is otherwise voluntarily resolved, all persons must report incidents that might constitute discrimination, harassment or retaliation directly to the compliance officer or acting compliance officer. All district employees will instruct all persons seeking to make a grievance to communicate directly with the compliance officer. Even if the suspected victim of discrimination, harassment or retaliation does not file a grievance, district employees are

required to report to the compliance officer any observations, rumors or other information regarding actions prohibited by this policy. If a verbal grievance is made, the person will be asked to submit a written complaint to the compliance officer or acting compliance officer. If a person refuses or is unable to submit a written complaint, the compliance officer will summarize the verbal complaint in writing. A grievance is not needed for the district to take action upon finding a violation of law, district policy or district expectations.

Even if a grievance is not directly filed, if the compliance officer otherwise learns about possible discrimination, harassment or retaliation, including violence, the district will conduct a prompt, impartial, adequate, reliable and thorough investigation to determine whether unlawful conduct occurred and will implement the appropriate interim measures if necessary.

Student-on-Student Harassment

Building-level administrators are in a unique position to identify and address discrimination, harassment and retaliation between students, particularly when behaviors are reported through the normal disciplinary process and not through a grievance. Administrators have the ability to immediately discipline a student for prohibited behavior in accordance with the district's discipline policy. Administrators will report all incidents of discrimination, harassment and retaliation to the compliance officer and will direct the parent/guardian and student to the compliance officer for further assistance. The compliance officer may determine that the incident has been appropriately addressed or recommend additional action. When a grievance is filed, the investigation and complaint process detailed below will be used.

Investigation

The district will immediately investigate all grievances. All persons are required to cooperate fully in the investigation. The district compliance officer or other designated investigator may utilize an attorney or other professionals to conduct the investigation.

In determining whether alleged conduct constitutes discrimination, harassment or retaliation, the district will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, past incidents, the context in which the alleged incidents occurred and all other relevant information. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. If, after investigation, school officials determine that it is more likely than not (the preponderance of the evidence standard) that discrimination, harassment or other prohibited behavior has occurred, the district will take immediate corrective action.

Grievance Process Overview

1. If a person designated to hear a grievance or appeal is the subject of the grievance, the compliance officer may designate an alternative person to hear the grievance, or the next highest step in the grievance process will be used. For example, if the grievance involves the superintendent, the compliance officer may designate someone outside the district to hear the grievance in lieu of the superintendent, or the grievance may be heard directly by the Board.

2. An extension of the investigation and reporting deadlines may be warranted if extenuating circumstances exist as determined by the district's compliance officer. The person filing the complaint will be notified when deadlines are extended. If more than twice the allotted time has expired without a response, the appeal may be taken to the next level.
3. Failure of the person filing the grievance to appeal within the timelines given will be considered acceptance of the findings and remedial action taken.
4. To the extent permitted by law, the district will investigate all grievances, even if an outside enforcing agency such as the Office for Civil Rights, law enforcement or the CD is also investigating a complaint arising from the same circumstances.
5. The district will only share information regarding an individually identifiable student or employee with the person filing the grievance or other persons if allowed by law and in accordance with Board policy.
6. Upon receiving a grievance, district administrators or supervisors, after consultation with the compliance officer, will implement interim measures as described in this policy if necessary to prevent further potential discrimination, harassment or retaliation during the pending investigation.

Grievance Process

1. Level I - A grievance is filed with the district's compliance officer. The compliance officer may, at his or her discretion, assign a school principal or other appropriate supervisor to conduct the investigation when appropriate.

Regardless of who investigates the grievance, an investigation will commence immediately, but no later than five working days after the compliance officer receives the grievance. The compliance officer or designee shall conduct a prompt, impartial, adequate, reliable and thorough investigation, including the opportunity for the person filing the grievance and other parties involved to identify witnesses and provide information and other evidence. The compliance officer or designee will evaluate all relevant information and documentation relating to the grievance.

Within 30 working days of receiving the grievance, the compliance officer will complete a written report that summarizes the facts and makes conclusions on whether the facts constitute a violation of this policy based on the appropriate legal standards. If a violation of this policy is found, the compliance officer will recommend corrective action to the superintendent to address the discrimination, harassment or retaliation; prevent recurrence; and remedy its effects. If someone other than the compliance officer conducts the investigation, the compliance officer or acting compliance officer will review and sign the report. The person who filed the grievance, the victim if someone other than the victim filed the grievance, and any alleged perpetrator will be notified in writing, within five working days of the completion of the report, in accordance

with law and district policy, regarding whether the district's compliance officer or designee determined that district policy was violated.

2. Level II - Within five working days after receiving the Level I decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the compliance officer's decision to the superintendent by notifying the superintendent in writing. The superintendent may, at his or her discretion, designate another person (other than the compliance officer) to review the matter when appropriate.

Within ten working days, the superintendent will complete a written decision on the appeal, stating whether a violation of this policy is found and, if so, stating what corrective actions will be implemented. If someone other than the superintendent conducts the appeal, the superintendent will review and sign the report before it is given to the person appealing. A copy of the appeal and decision will be given to the compliance officer or acting compliance officer. The person who initially filed the grievance, the victim if someone other than the victim filed the grievance, and any alleged perpetrator will be notified in writing, within five working days of the superintendent's decision, regarding whether the superintendent or designee determined that district policy was violated.

3. Level III - Within five working days after receiving the Level II decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the superintendent's decision to the Board by notifying the Board secretary in writing. The person filing the grievance and the alleged perpetrator will be allowed to address the Board, and the Board may call for the presence of such other persons deemed necessary. The Board will issue a decision within 30 working days for implementation by the administration. The Board secretary will give the compliance officer or acting compliance officer a copy of the appeal and decision. The person who filed the grievance, the victim if someone other than the victim filed the grievance, and the alleged perpetrator will be notified in writing, within five working days of the Board's decision, in accordance with law and district policy, regarding whether the Board determined that district policy was violated. The decision of the Board is final.

Confidentiality and Records

To the extent permitted by law and in accordance with Board policy, the district will keep confidential the identity of the person filing a grievance and any grievance or other document that is generated or received pertaining to grievances. Information may be disclosed if necessary to further the investigation, appeal or resolution of a grievance, or if necessary to carry out disciplinary measures. The district will disclose information to the district's attorney, law enforcement, the CD and others when necessary to enforce this policy or when required by law. In implementing this policy, the district will comply with state and federal laws regarding the confidentiality of student and employee records. Information regarding any resulting employee or student disciplinary action will be maintained and released in the same manner as any other disciplinary record. The district will keep any documentation created in investigating the complaint including, but not limited to, documentation considered when making any

conclusions, in accordance with the Missouri Secretary of State's retention manuals and as advised by the district's attorney.

Training

The district will provide training to employees on identifying and reporting acts that may constitute discrimination, harassment or retaliation. The district will instruct employees to make all complaints to the district's compliance officer or acting compliance officer and will provide current contact information for these persons. The district will inform employees of the consequences of violating this policy and the remedies the district may use to rectify policy violations. All employees will have access to the district's current policy, required notices and complaint forms. The district will provide additional training to any person responsible for investigating potential discrimination, harassment or retaliation.

The district will provide information to parents/guardians and students regarding this policy and will provide age appropriate instruction to students.

PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION *(Notice of Nondiscrimination)*

General

The Dent-Phelps R-III School District Board of Education is committed to maintaining a workplace and education environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law in its programs, activities or in employment. The Board also prohibits retaliatory actions against those who report or participate in the investigation of prohibited discrimination or harassment. The Dent-Phelps R-III School District is an equal opportunity employer.

Facilities

The district also provides equal access to the Boy Scouts of America, the Girl Scouts of the United States of America and other designated youth groups in accordance with federal law.

School Nutrition Programs

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices and employees, and institutions participating in or administering USDA programs (including the district), are prohibited from discriminating based on race, color, national origin, sex, disability, age or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by the USDA. These programs include the National School Lunch Program, the Special Milk Program, the School Breakfast Program and the Summer Food Service Program.

Individuals with Disabilities

The district will identify, evaluate and provide a free, appropriate education to all students with disabilities in accordance with law. Anyone who knows or believes that a child may have a disability regardless of whether the child is currently enrolled in the Dent-Phelps R-III School District is encouraged to contact the district's compliance officer listed below.

Anyone who, because of a disability, requires an auxiliary aid or service for effective communication or requires a modification of policies or procedures to participate in a program, service or activity should contact the compliance officer listed below as soon as possible, but no later than 48 hours before the scheduled event.

Reporting

The district's nondiscrimination policy and grievance forms are located on the district's website at www.dentphelps.k12.mo.us or at any district office.

The following compliance officer has been designated to address inquiries, questions and grievances regarding the district's nondiscrimination policies:

Superintendent
27820 Highway C, Salem, MO 65560
(573) 729-4680 / (573) 729-8644
vbrooker@dentphelps.k12.mo.us

In the event that the compliance officer is unavailable or is the subject of a grievance that would otherwise be made to the compliance officer, reports should instead be directed to the acting compliance officer:

Principal
27820 Highway C, Salem, MO 65560
(573) 729-4680 / (573) 729-8644
ktiefenthaler@dentphelps.k12.mo.us

Inquiries may also be made to the U.S. Department of Education's Office for Civil Rights, the U.S. Equal Employment Opportunity Commission, the Missouri Commission on Human Rights, the USDA or the U.S. Department of Justice if applicable.

Office for Civil Rights
Phone: 816-268-0550
TDD: 800-877-8339
E-mail: OCR.KansasCity@ed.gov

Equal Employment Opportunity Commission
Phone: 800-669-4000
TTY: 800-669-6820
E-mail: info@eeoc.gov

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, DC 202509410
Phone: 866-6329992
Fax: 202-6907442
TDD: 800-8778339
E-mail: program.intake@usda.gov

U.S. Department of Justice
Phone: 202-514-4609
TTY: 2025140716
E-mail: AskDOJ@usdoj.gov

Missouri Commission on Human Rights
Phone: 877-781-4236
TDD: 800-735-2966
Relay Missouri: 711 or 866-735-2460
E-mail: mchr@labor.mo.gov

* * * * *

Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.

Glossary of Terms

Absence – An absence is considered one (1) missed day of school.

Acadience - A series of reading and math assessments that is used to determine if a child is at an appropriate level compared to norm referenced criteria for their grade level.

At Risk – Children who have developmental conditions or problems that may have a significant impact on their functioning. In some situations, a school district may label a child At Risk because they feel the student’s behavior is not *far enough* behind expected levels to warrant intervention or special education services.

AR (Accelerated Reader) - AR is a software program used to promote higher reading levels. (For more information see page 23)

AYP – Adequate Yearly Progress

Chronological Age – Actual age as measured in years, months, and days.

Core Data – The school Core Data section is responsible for the collection, compilation, and dissemination of descriptive statistics about Missouri public schools, including publication and distribution of the Missouri School Directory, The Annual Report of the Public Schools of Missouri, and the School District Profiles.

CSIP – Comprehensive School Improvement Plan

CTA – Community Teachers Association

Data Decision Rules – a series of rules that is used to determine if a student qualifies for interventions services.

DESE – Missouri Department of Elementary and Secondary Education

EPeGS – Electronic Planning and Electronic Grants System

ESEA – Elementary and Secondary Education Act

ESL – English as a Second Language

FND – Friday Night Detention

Gifted Education Program – Section 162.675.RSMo, defines gifted children as “those children who exhibit precocious development of mental capacity and learning potential as determined by competent professional evaluation to the extent that continued educational growth and stimulation could best be served by an academic environment beyond that offered through a standard grade level curriculum.

GPA – Grade Point Average

Honor’s Club – Students are chosen to participate in this after-school academic club according to teacher recommendation, standardized test scores, being on the *A/B Honor Roll*, and by showing good citizenship.

IEP – Individualized Education Program/Plan used primarily for Special Education students.

Interventions – A variety of behaviors and academic services that the school provides behavioral and/or academic supports to students in need.

ISS – In School Suspension (Refer to Discipline policy on page 29)

LEP (Limited English Proficiency) – This term describes someone who comes from an environment where a language other than English has had a significant impact on an individual’s level of English language proficiency; or who is migratory, or whose native language is a

language other than English; or who comes from an environment where a language other than English is dominant.

MAP – Missouri Assessment Program

Mental Age – A child’s age-equivalent score on tests of mental ability. Mental age may or may not be equivalent to chronological age.

Mentor/Mentee Program – The pairing of “seasoned” teachers with newly hired teachers to help acclimate them to district policies, procedures, routines, etc.

Modality – The type of pathway by which information is received/processed in the brain, or by which learning and/or performance occur; for example, strong preferences for visually presented material may work for one child while another child may do better by orally presented material.

MOSIS – Missouri Student Information System

MSBA – Missouri School Board Association

MSIP – Missouri School Improvement Program

MSTA – Missouri State Teachers Association

OSS – Out of School Suspension (Refer to Discipline policy on page 29)

PAT (Parents as Teachers) – PAT is a home-school-community partnership that supports parents in their role as their child’s first and most influential teachers. Parents in every school district can choose to take advantage of developmental screenings and connections with other community resources from the time their child is born until he/she enters kindergarten.

PDC – Professional Development Committee

PLC – Professional Learning Community (Such as, Accelerated Schools)

Professional Learning Community – A group of teachers who collaborate, establish a shared mission and vision, and who enter into collective commitments in order to ensure that the best possible education is provided to *all* students, ensuring that *all* students achieve at high levels.

PTO – Parent/Teacher Organization

SIS – Student Information System

SPED – Special Education

STAR Tests – Placement tests given in the areas of *Reading* and *Math* (Refer to Timeline of Procedures for STAR Reading and Math Assessments Regarding Promotion on pages 19-21)

SW-PBiS – School-wide Positive Behavior Intervention Support

504 Plan – An individualized plan developed for a student with a disability that specifies what accommodations and/or services they will receive in school to *level the playing field* so that they may derive as much benefit from their public educational program as their non-disabled peers. The plan follows the requirements of Section 504.



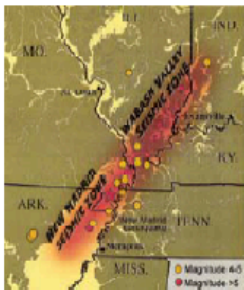


Earthquake Safety For Missouri's Schools

The New Madrid Seismic Zone Extends 120 Miles Southward from the area of Charleston, Missouri, and Cairo, Illinois, through New Madrid and Caruthersville, following Interstate 55 to Blytheville and on down to Marked Tree, Arkansas. The NMSZ consists of a series of large, ancient faults that are buried beneath thick, soft sediments. These faults cross five state lines and cross the Mississippi River in three places and the Ohio River in two places.

The New Madrid Seismic Zone and surrounding region is Active, Averaging More than 200 Measured Events per Year (Magnitude 1.0 or greater), about 20 per month. Tremors large enough to be felt (Magnitude 2.5 – 3.0) are noted every year. The fault releases a shock of 4.0 or more, capable of local minor damage, about every 18 months. Magnitudes of 5.0 or greater occur about once per decade. They can cause significant damage and be felt in several states.

The Highest Earthquake Risk in the United States outside the West Coast is in the New Madrid Seismic Zone. Damaging temblors are not as frequent as in California, but when they do occur, the destruction covers over more than 20 times the area due to the nature of geologic materials in the region. The 1968 5.5 magnitude Dale, Illinois earthquake toppled chimneys and caused damage to unreinforced masonry in the St. Louis area, more than 100 miles from the epicenter. A 5.2 magnitude earthquake in April 2008 in southeast Illinois, did not cause damage in Missouri, but was felt across much of the state.



A Damaging Earthquake in this Area, which experts say is about a 6.0 magnitude event, occurs about once every 80 years (the last one in 1895 was centered near Charleston, Missouri). There is estimated to be a 25-40% chance for a magnitude 6.0 – 7.5 or greater earthquake along the New Madrid Seismic Zone in a 50-year period according to the U.S. Geological Survey reports. The results would be serious damage to unreinforced masonry buildings and other structures from Memphis to St. Louis. We are certainly overdue for this type of earthquake!

A Major Earthquake in this Area - the Great New Madrid Earthquake of 1811-12 was actually a series of over 2000 shocks in five months, with several quakes believed to be a 7.0 Magnitude or higher. Eighteen of these rang church bells on the Eastern seaboard. The very land itself was destroyed in the Missouri Bootheel, making it unfit even for farming for many years. It was the largest release of seismic energy east of the Rocky Mountains in the history of the U.S. and was several times larger than the San Francisco quake of 1906.

When Will Another Great Earthquake the Size of Those in 1811-12 Happen? Several lines of research suggest that the catastrophic upheavals like those in 1811-12 visit the New Madrid region every 500-600 years. Hence, emergency planners, engineers, and seismologists do not expect a repeat of the intensity of the 1811-12 series for at least 100 years or more. However, even though the chance is remote, experts estimate the chances for a repeat earthquake of similar magnitude to the 1811-1812 New Madrid earthquakes over a 50-year period to be a 7 - 10% probability.

What Can We Do to Protect Ourselves? Education, planning, proper building construction, and preparedness are proven means to minimize earthquake losses, deaths, and injuries.

Prepare a Home Earthquake Plan

- Choose a safe place in every room--under a sturdy table or desk or against an inside wall where nothing can fall on you.
- Practice DROP, COVER AND HOLD ON at least twice a year. Drop under a sturdy desk or table, hold onto the desk or table with one hand, and protect the back of the head with the other hand. If there's no table or desk nearby, kneel on the floor against an interior wall away from windows, bookcases, or tall furniture that could fall on you and protect the back of your head with one hand and your face with the other arm.
- Choose an out-of-town family contact.
- Take a first aid class from your local Red Cross chapter. Keep your training current.
- Get training in how to use a fire extinguisher from your local fire department.
- Inform babysitters and caregivers of your plan.

Eliminate Hazards

- Consult a professional to find out additional ways you can protect your home, such as bolting the house to its foundation and other structural mitigation techniques.
- Bolt bookcases, china cabinets and other tall furniture to wall studs.
- Install strong latches on cupboards.
- Strap the water heater to wall studs.



Prepare a Disaster Supplies Kit for Home and Car

- First aid kit and essential medications.
- Canned food and can opener.
- At least three gallons of water per person.
- Protective clothing, rainwear, and bedding or sleeping bags.
- Battery-powered radio, flashlight, and extra batteries.
- Special items for infant, elderly, or disabled family members.
- Written instructions for how to turn off gas, electricity, and water if authorities advise you to do so. (Remember, you'll need a professional to turn natural gas service back on.)
- Keeping essentials, such as a flashlight and sturdy shoes, by your bedside.

Know What to Do When the Shaking BEGINS

- DROP, COVER AND HOLD ON! Move only a few steps to a nearby safe place. Stay indoors until the shaking stops and you're sure it's safe to exit. Stay away from windows.
- In a high-rise building, expect the fire alarms and sprinklers to go off during a quake.
- If you are in bed, hold on and stay there, protecting your head with a pillow.
- If you are outdoors, find a clear spot away from buildings, trees, and power lines. Drop to the ground.
- If you are in a car, slow down and drive to a clear place (as described above). Stay in the car until the shaking stops.

Know What to Do AFTER the Shaking Stops

- Check yourself for injuries. Protect yourself from further danger by putting on long pants, a long-sleeved shirt, sturdy shoes, and work gloves.
- Check others for injuries. Give first aid for serious injuries.
- Look for and extinguish small fires. Eliminate fire hazards. Turn off the gas if you smell gas or think it's leaking. (Remember, only a professional should turn it back on.)
- Listen to the radio for instructions
- Expect aftershocks. Each time you feel one, DROP, COVER, AND HOLD ON!
- Inspect your home for damage. Get everyone out if your home is unsafe.
- Use the telephone only to report life-threatening emergencies.

The information contained in the flier was extracted from the American Red Cross website http://www.redcross.org/services/prepare/0,1082,0_241_00.html, Missouri State Emergency Management Agency website (<http://sema.dps.mo.gov/EQ.htm>) and the Federal Emergency Management Agency website (<http://www.fema.gov/hazard/earthquake>). This flier could be distributed by school districts to each student annually to satisfy the requirements of RSMo 160.455