

DE SOTO JUNIOR HIGH SCHOOL 2018-2019

Student Handbook

Principal.....Mrs. Mahn
Assistant Principal.....Mr. Phipps
CounselorMrs. Braun
Student ServicesMr. Greenlee
Web Site : <http://www.desoto.k12.mo.us>
Twitter : @DeSoto JH
Facebook : @Desotojuniorhigh

District Phone Numbers
DJHS.....586-1030
DJHS (toll free).....877-586-1030
DJHS (Fax).....586-1039
Attendance Line.....586-1030 ext. 2

THIS TIME TRACKER BELONGS TO:

NAME : _____

ADDRESS : _____

CITY/STATE/ZIP _____

PHONE : _____

Dear Parents/Guardians:

We are excited to begin a new school year and excited for all that each new year brings.

Safety, security, behavior, school climate, and academics are priorities at De Soto Junior High School. This handbook will serve as a guide to the expectations of Junior High students. On the first day of school, each of your student's teachers will have a portion of the handbook to cover during each class period. This will be done in a hands-on/minds-on manner so that our kids realize that learning is paramount to all that we do. During the first few weeks of school, it will be imperative for us to teach and model for our students what it looks like and sounds like to be a successful student at DJHS; in other words, we will learn how to do school "The DJHS Way". We will accomplish this by reviewing this handbook, establishing norms in the classroom, and by teaching and expecting our students to demonstrate tenacity, respect, accountability, industriousness, neighborliness, integrity, nobility, and grace. These lessons will continue to be reinforced as the year progresses.

After reading through the information in your student's planner, please sign this page.

Sincerely,

Alex Mahn, DJHS Principal
Joshua Phipps, DJHS Assistant Principal

Parent's Signature: _____

Student's Name: _____

Date: _____

DE SOTO JUNIOR HIGH SCHOOL

2018-2019 CALENDAR

August 16
May 17

First Day of School
Last Day of School

SCHOOL NOT IN SESSION

August 31 – September 3 -----Labor Day Break
 September 4 -----PD/PLC
 October 12 -----PD/Teacher Grading Day
 October 18 -----Parent/Teacher Conferences; 1:00-7:00
 October 19 -----No School
 November 21, 22, & 23 ----- Thanksgiving Holiday
 December 7-----PD/PLC
 December 21 – January 4 -----Christmas Holiday
 January 18 -----PD/PLC
 January 21 -----Martin Luther King Day
 February 15 -----PD/PLC Day
 February 18 -----Presidents’ Day
 March 8 -----PD/Teacher Grading Day
 April 17 -----PD/PLC Day
 April 18, 19, and 22-----Easter/Spring Break

EARLY DISMISSALS : 11:40 Dismissal Time

September 21 -----Homecoming Early Release; 11:40
 October 18 -----Parent /Teacher Conf. - Early Dismissal
 November 9 -----Veterans’ Day - Early Dismissal
 May 17 -----Last Day of School-Early Dismissal

- Dates are subject to change.

De Soto School District 2018-2019 Calendar

GENERAL EXPECTATIONS for DE SOTO JUNIOR HIGH STUDENTS

- *When students arrive at school, they should go to breakfast, go to tutoring, or go to the gym. Students should remain in the area until the 7:30am bell.
- *When the 7:30am bell sounds, students should go to their lockers to get their necessary supplies for the morning classes. Book bags, gym bags, and coats should be left in the lockers.
- *Students should move from class-to-class quickly and in an orderly fashion..
- *Students should close their lockers without slamming them or kicking them. All students should use the lock that is issued by the school on their locker.
- *Students should walk at all times.
- *Students should use the restroom between classes.
- *Students should be respectful of our school and the grounds.
- *Students should take care of their books, Chrome books, lockers, and desks.
- *Students are to ensure that their chromebooks are fully charged each morning.
- *Students should not leave school grounds while school is in session without permission from the principal or assistant principal.
- *Students are not to be on the senior high campus (grounds or buildings) without permission.
- *Students who are not involved in school activities after school should leave the building and grounds immediately.
- *Suspended students are not allowed on or around school grounds during their suspension.
- *Bus behavior is an extension of the classroom.
- *Students are not allowed to have drinks, candy, or gum during school hours while in class.
- *Skateboards are not allowed on school grounds.

TOBACCO AND DRUG POLICY

The use or possession of alcohol, tobacco (all forms including e-cigarettes), or drugs on campus and at school sponsored activities is prohibited.

AFTER SCHOOL DETENTION

Some students may be assigned an after school detention. Those students will be advised in writing as to what is expected of them during this time frame. It is very important to arrange transportation to be at school as soon as A.S.D. is over at 4:30 p.m. (note: A.S.D. time will be from 2:35 – 4:30 p.m.) Your detention will automatically be reassigned on the next day of scheduled detentions. If another detention has already been assigned for that day, your make-up detention will be automatically be reassigned to the next day detentions are held.

DAATS

(DE SOTO'S ALTERNATIVE APPROACH TO SUSPENSION)

The De Soto secondary schools (grades 7-12) have a program for students who violate certain school rules and/or cannot comply with other types of discipline. Rather than being suspended from school, these students are assigned to the DAATS center.

SATURDAY SCHOOL DETENTION

Saturday School Detention (SSD) will be held in the junior high school from 8:00 a.m. to 11:00a.m. **Students arriving after 8:00 a.m. will not be admitted.** Students who fail to attend SSD will be seen by an administrator the following school day and will be assigned an additional Saturday School Detention (SSD). More than one missed SSD will result in Out of School Suspension (OSS) in addition to the missed SSD. Make up tests may be taken during SSD if the test is given to the SSD instructor prior to detention. Students must bring textbooks Chrome books, library books, and all other supplies (paper, pencils, etc.) Students must remain busy studying, working, or reading. There will be a 15 minute break at 9:30 a.m. Students will not be allowed to sleep or talk. All school rules apply. Students who do not comply with the rules will be dismissed and will receive the appropriate consequences. Parents may change a scheduled date one time with approval from an administrator prior to the date of the assigned detention. Students will not be allowed to reschedule their assigned days.

DANCES

Dances are offered throughout the year for students to socialize outside of the normal school day. Attendance at dances is a privilege and is offered as an incentive for good behavior. All school expectations are in effect at all dances. Any student who is not in attendance the entire day of the dance will not be allowed to attend the dance without principal approval. As an incentive for good behavior, students will not be allowed to attend the next dance if they accumulate more than 3 days suspension (any combination of in-school or out-of-school) or placed in management school between dances. In addition, any student on homebound instruction is not

allowed to participate in extracurricular activities or attend dances without special consent from the administration. All students must be picked up from the dance no more than 20 minutes after the dance has ended. Failure to do so will result in a loss of privilege to attend the next dance. Any student who is assigned a 10 day out of school suspension with a referral to the superintendent would not be allowed to attend any dances during that school year.

HALL PASSES

Students must have their planner with them when outside of classroom other than the five minutes allowed for changing classes.

LOCKERS

Lockers are provided for the storage of books and equipment. The locker becomes the student's responsibility but does not become the student's personal possession, and therefore may be searched by school officials. Lockers may be searched periodically during the year by search dogs. Defacing the locker may result in the loss of locker use. Students may not exchange lockers without permission from the office. Book bags or gym bags should be hung in the locker. Students should not put stickers or pictures on the outside or inside of the locker. Locks are issued to every student; combinations should not be shared with others and lockers should be locked at all times.

TARGETED AFTER SCHOOL KNOWLEDGE (TASK) PROGRAM

TASK is a tutoring program for 7th & 8th grade students who are failing two or more core subjects and/or have scored below basic, the lowest level, on the previous year's MAP test. Mandatory TASK tutoring is from 2:35 – 4:15 pm and meets on Tuesday, Wednesday, and Thursday each week beginning in late September. Transportation is provided.

STUDENT RIGHTS AND RESPONSIBILITIES

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

Students forfeit their right to a public school education by engaging in conduct prohibited in Regulation 2610 and related provisions. Disciplinary consequences include, but are not limited to, withdrawal of school privileges (athletics, intramurals, student clubs and activities and school social events); the reassignment of the student to another school; removal for up to ten (10) school days by school principals; extension of suspensions for a total of 180 days by the Superintendent; and longer term suspension and expulsion from school by the Board of Education.

ATTENDANCE

PERFECT ATTENDANCE

To be eligible for perfect attendance and to receive the perfect attendance award, a student must be in school everyday school is in session, and may miss no more than three hours for the entire school year. (Attendance is kept on an hourly basis.) Students on field trips and/or other school-sponsored trips shall be counted as present in school.

SECONDARY ATTENDANCE POLICY (Grades 7-12)

Absences are to take care of extraordinary circumstances concerning:

- a. Personal illness
- b. Professional appointments that could not be scheduled outside the school day
- c. Other serious or family problems

There are only 168 school days within the school year. Therefore, vacations, truancy, OSS, and absences not verified in accordance with the procedures listed in regulation 2310 are not considered extraordinary circumstances and will be counted as unexcused absences.

Attendance at the Junior High and High School level is vital to the educational process. Any absence from school requires a phone call from the parent showing why a student is not in attendance and that the absence is beyond the student's control. Any day a student is absent is counted as part of their total days of being absent. After the sixth (6th) absence in a semester, verification of an absence should include written documentation from a doctor, this documentation should be provided to the school within 48 hours along with a parent phone call. Examples of written documentation include, a doctor's note verifying the student is absent due to a doctor's appointment that cannot be scheduled outside the school day that includes the appointment start and end time, a dentist's note to verify a dental appointment that cannot be scheduled outside the school day that includes the appointment start and end time, and/or official written verification of absence due to a death in the family. The attendance appeals committee reserves the right to reject a doctor's notes not submitted within the required 48 hour timeframe after an absence, that does not include appointment times, or that does not provide sufficient evidence that the appointments that could not be scheduled outside the school day.

The school will make every effort to notify parents when a student has missed three (3) days (by a letter and/or other communication) and five (5) days (by a letter and/or other communication).

It is still the parents' responsibility to make the school aware of the student's absences as they occur.

On the seventh (7th) absence, a letter will be sent to the parents explaining that the child has exceeded the absence limit which results in a loss of credit for the semester. The parent and student may appeal this decision to the attendance appeal committee. In order to be in compliance with state law, the school will notify either the District Juvenile Office and/or Division of Family Services, whichever applies, after the student's eighth (8th) absence for students under the age of sixteen (16).

A record of calls from parents along with notes provided within 48 hours of an absence will be held in the office with reasons listed for absences as they are given by the parents. These should prove informative if an appeal process is started.

Appeals

If students are absent in excess of the six (6) total days per semester absence and a parent would like to appeal, they must submit their request in writing to the building principal to meet with the appeals committee 15 days prior to the end of the semester. If the seventh absence occurs during the last 15 days of a semester, the parent must call and submit a written request for an appeal prior to the end of the semester. Both the student and parent/guardian must attend the appeals committee meeting and bring all necessary documentation to the committee. Any additional documentation should be turned in with the appeal letter and brought to the appeals committee meeting. The committee, which will be comprised of administrators, counselors, and teachers, will determine if the student

has the documentation needed to prove reasons for the absences. Documentation not submitted within 48 hours of an absence may not be considered unless there are extraordinary circumstances. A ruling of reinstatement of credit, no credit, or probation will be assessed at the close of each hearing and will be followed up by a formal letter from the attendance committee.

All students will be afforded due process as guaranteed by constitutional provisions. The process will be in accordance with state law, as well as the provisions outlined in the Board policies and regulations on student attendance.

Rulings

Reinstatement of Credit: The committee found sufficient evidence to prove the student had missed excessively due to circumstances beyond his/her control. Credit would be awarded immediately.

No Credit: The committee found no substantiating evidence to validate why the student had missed school excessively. Credit is denied immediately.

Probation: The committee found that there was some evidence of circumstances beyond the control of the student, such that the student would not have missed excessively if those circumstances had not presented themselves. The student must now meet attendance criteria for the following semester. When completed successfully, reinstatement of credit will occur; however, if the student fails to meet attendance criteria he/she would lose credit from the previous semester and would put him/herself in the position to lose credit for the current semester as well. A written contract will be issued to students and parents stating the conditions of the probation.

Transfers

If a student transfers out of De Soto during the semester of probation, the appeals committee will be reconvened to determine if the student has sufficiently met guidelines for an acceptable amount of time. Example: If a student on probation transfers in late April and has met guidelines to that point, it would be likely the committee would grant credit; however, if it were early February, they may determine sufficient timelines had not been met and withhold credit.

If a student transfers in to De Soto, he/she will be expected to follow all aspects of the attendance policy. Probation from former schools will be accepted as our own. If a student transfers in with excessive absences, the student will be made aware that he/she will be placed on the non-credit list and may file an appeal if deemed appropriate.

Make-Up Work

Work can be made up for all student-generated absences, i.e., illness, doctor appointment, etc. The student will have an amount of time to make up the work equal to the amount of time missed for the absence. Criteria will be set by each building for student access to the information missed and timeliness

Suspensions

A suspension will count toward a student's total days missed; however, a single act of suspension will not be the reason to take a student over the six total day (6) limit, so long as the days of suspension added to the days already missed does not exceed eleven (11). The student will be held at six (6) absences. Any further absences would total seven (7) or more, and may cause credit to possibly be withheld.

A student under suspension **will not** be given credit for work assigned during a suspension with the exceptions of major projects and tests for the first suspension of each year. Any major project assigned earlier which comes due during a first suspension will be accepted for full credit. Tests missed during a first suspension may be made up in Saturday School following the suspension. It is suggested students under suspension make up work using the following criteria in order to keep current.

1. Students must obtain work from peer or before or after school at the teacher's convenience.
2. Teachers are not to be interrupted while teaching to get assignments for suspended students.
3. Work/projects must be turned in on the first day the student returns to school. Tests may be made up during the Saturday School Detention which follows.
4. Teachers are not expected to tutor a student to remediate them for lost time; however, a student may come to a designated tutoring session for assistance after any absence. Regardless of tutoring, students would not be able to regain classroom points for assignments if absence was due to suspension.

Truancy

Truancy is a student's absence from school without parental knowledge or consent. If no contact is made by parent/guardian to a school, a student may be deemed truant. Truancy is also an absence from school for one or more class periods per day. Each day or part of a day constitutes one (1) truancy. Authorized school personnel shall notify the parents of the child's unexcused absence, arrange a conference if necessary, and offer assistance in solving the attendance problem. Guidance counselors, child welfare departments, the juvenile courts and other community sources may be used. Such assistance should be offered before the student has been absent without excuse for six (6) days in a semester. In cases where the parent(s) or guardian is unwilling or unable to cooperate, a prompt referral

to the Division of Family Services or to the Juvenile Court for educational neglect shall be made.

Tardiness

- 1) Tardiness is arriving late or delayed beyond the expected or proper time for school or class.
- 2) The student will be charged with an hour's absence for any tardy in excess of ten (10) minutes.
- 3) Any lateness to school without contact from parents may result in the student being charged with a truancy.
- 4) A student who comes to class late without proper authorization is to be assessed a tardy.
- 5) Students will be allowed one (1) time per semester excused late to school with parent verification within two (2) school days.
- 6) Six (6) tardies per semester, regardless of minutes missed, will result in a one (1) day absence.
- 7) Six (6) times leaving school per semester, early regardless of minutes missed, will result in a one (1) day absence.

DISCRIMINATION

It is the policy of De Soto School District that no person shall, on the basis of race, sex, creed, color, or handicap, be subject to discrimination in employment or in admission to an educational program or activity of the school district.

HONOR ROLL

An academic honor roll shall be completed and published for each of the four quarters of the school year. In order for a student to qualify, he/she must achieve a (3.0) average with no grade lower than a C. (.5 and above will be rounded to the next highest whole digit)

POINT SYSTEM

A – 4.0
B – 3.0
C – 2.0
D – 1.0
F – 0.0

METHOD: The sum of points divided by the number of classes enrolled in. (All courses shall have equal value for honor roll purposes.)

REPORT CARDS/ PROGRESS REPORTS

Report cards are issued at the end of each quarter. Each student will be issued a progress report at the middle of each quarter.

FINALS

All students are required to take finals and attend school on the days of final exams. Finals are worth 10% of the semester grade. Finals cannot be made up. The only exception is family or medical emergency with approval from the principal. School must be notified prior to absence.

STATEWIDE ASSESSMENTS

All students will participate in statewide assessments. The administration will annually develop an assessment schedule for the current school year. The testing schedule will list the assessment instrument to be administered and the students who will be administered each test or assessment instrument. This policy and the assessment schedule will be given to each student as well as their parent/guardian at the beginning of each school year. In addition, a copy of this policy and the assessment schedule will be available to the public in the District office during normal business hours.

ACTIVITIES

The major purpose of student activities is to enhance and enrich the educational programs of the school. School sponsored activities are considered to be an extension of the school day. Students may participate in the following activities:

Interscholastic Sports (8th grade football, volleyball, cross country, basketball, cheerleading and track)

Junior Singers

Student Council

Yearbook/Publications Staff

National Junior Honor Society

Character Council

Science Club

TREND

Quiz Bowl

Chess Club

FIELD TRIPS

Students are encouraged to attend field trips with their classes. Such trips provided by the school are a privilege; however denial of attendance on such trips may be made by classroom teachers or administrators if a student is failing a class or has multiple disciplinary issues. While on a field trip, students are subject to all school rules and MSHSAA guidelines.

TARDIES

A student who is not in his/her seat when the bell rings is considered tardy to class.

SNOW DAYS

Every effort will be made to give early notice as to the closing of school in case of inclement weather. Students and staff should tune in the following television stations: St. Louis – KSDK, KMOV, KPLR, and FOX2. The district will send an all-call to families as well in order to alert families to the missed day due to inclement weather.

STUDENT DRESS CODE

In accordance with Missouri law and the discretionary power granted to the school Districts under Missouri law, the policy of the De Soto School District 73 is to require all students to dress in what the school deems to be a moderate type and style that is appropriate. The conduct, manners, appearance and dress of each student plays a role in this process. The Board of Education expects student dress and grooming to be neat, clean and in good taste so that each student may share in promoting a positive, healthy, and safe atmosphere within the school district. If a student's general appearance attracts undue attention to them or disrupts the educational process, the student will be asked by a building administrator to make necessary changes, therefore, if a student is dressed inappropriately, the students may be removed from class and required to correct the cause of the violation before being admitted to class. **The covering of inappropriate dress with a long coat or jacket will not be acceptable.** The De Soto School District 73 requires that all students and parents adhere are not limited to the following guidelines.

1. No midriff tops, bathing suits, spaghetti straps, or tank tops shall be worn. Shirts and blouses need to cover: from neck to shoulders (both sides), have a full back and be long enough to cover the entire torso. No cleavage is to be exposed.
2. No see through clothing shall be worn. Undergarments must not show. No sagging pants. No holes in pants above fingertip length, with arm being fully extended at the side. Shorts should be fingertip length, with arm being fully extended at the side.
3. No hats, caps, bandanas, or other headgear, including sunglasses, are permitted.
4. No clothing which illustrates, with words or symbols, statements condoning alcohol; tobacco or drug use, views concerning sexual issues, or depictions of violence (pictures of weapons, e.g., guns, knives, hatchets, etc.) or profanity.
5. No student on or about school property or at school function shall wear, possess, use, distribute, display or sell clothing, jewelry, large chains, emblems, badges, symbols, signs or other things which are evidence of membership of affiliation in any gang or cult.
6. Body piercing that becomes a safety issue is prohibited.
7. No spiked or studded jewelry or large wallet chains. Any jewelry that makes distracting noises, espouse violence, suggest obscenity, or be a possible hazard to the wearer or other students shall be prohibited.

8. No pajama pants or slippers.

It is the responsibility of the staff and administration to set the tone for the educational progress of the students of the De Soto School District. Extreme styles, fads, or circumstances not covered, or those that constitute a threat to health or safety, will be treated as inappropriate by the administration or staff. Student dress should lend itself to positive health and safety while meeting basic social expectations. Failure to comply with the guidelines set forth could subject the student to disciplinary action. The principal or designee will make the final decision at the school level as to whether specific attire is disruptive or inappropriate. If a student or parent is in doubt about the appropriateness of an item, the best decision is to leave the item at home. The school reserves the right under Missouri law to amend these guidelines without prior warning to the student.

HEALTH SERVICES

STUDENTS WILL NOT BE ALLOWED TO ATTEND SCHOOL WITHOUT PROOF OF UP TO DATE IMMUNIZATIONS AS REQUIRED BY LAW.

When a student becomes ill at school, they should ask their teacher if they can go to the nurse's office. If it is necessary that an ill student leave school, the nurse will notify the parents. A student should not call his/her parents about illness without having seen the nurse. ALL MEDICATION brought to school by students must be turned in to the nurse along with permission note from parents. Administration of medicine to students during school hours is to be discouraged and restricted to necessary medication that cannot be given on an alternative dose schedule at home. Prescription medication brought to school by students must be turned in to the nurse properly labeled by a physician or pharmacy and accompanied by a permission slip signed by the parent. The school will not supply nonprescription medicines. Aspirin, Tylenol, etc. must be supplied by a parent but kept in the nurse's office accompanied by a parental permission slip for the nurse to administer. Administration of medicine to a student when the above conditions have been met shall be limited to the school nurse, the principal, and a teacher or school secretary. All medication shall be kept in a safe place in the nurse's office or school office, and it shall be the responsibility of the student to report for said medication. This policy shall apply to the administration of all internal medication.

GENERAL INFORMATION

SCHOOL SONG

May the name of our school ever stand
For a school that is noble and grand
De Soto will stand for the right
She will stand with all her might!
Oh, long may the white and the green
An emblem of victory mean;
The white and green of our school
The white and green, the white and green
Live on forever!

MASCOT – DRAGON

COLORS – GREEN AND WHITE

FLOWER – SNAP DRAGON

MOTTO – “Learn, For The Future Belongs To Those Who Are Prepared.”

PE Policies

All Students will be expected to dress out every day for class, no exceptions.

APPROPRIATE CLOTHING

Clothing (shorts and t-shirt) should be comfortable and presentable. Girl's shorts should be appropriate length. When you hang your arms by your side the shorts must come to or below your fingertips. Tennis shoes and socks are a requirement. P.E. shoes must be laced and tied. Shirts must have sleeves and not be cut. Clothes should be taken home and washed at the end of the week. If it is not within school's dress code, then it is not in the PE dress code.

NON-DRESSES

A student will receive a NON-DRESS when he/she does not have gym clothes and/or proper shoes or if the student does not change back into the clothing after PE class. The PE department provides clean gym clothes and tennis shoes for students who receive non-dresses.

Consequence for a NON-DRESS

- 1st No dress – Warning by teacher
- 2nd No dress – Discipline referral for trifling (Teacher contacts parent)
- 3rd No dress – Discipline referral for trifling (2-ASD)
- 4th No dress – Discipline referral for trifling (2-days DAATS/1-SSD)

ABSENCES AND D.A.A.T.S

If a student is absent (FOR ANY REASON) or is in DAATS he/she will be required to write a 1 FULL page report on any sport or health topic for EACH DAY absent. Failure to write or turn in a report will result in a zero for the day(s) absent or in DAATS.

BEING EXCUSED FROM P.E.CLASS

- A doctor’s note, stating a reason and time frame to miss PE, will be the **ONLY** way a student will be excused from participation.
 - The doctor’s note must be very specific in what the student can and cannot do.
 - When not given specific instructions, the PE teacher will expect the student to participate.
 - Doctor’s notes must also state a date the student may return to PE.
- Students may not go to the nurse without permission. In the event a student is not well at school, the nurse may excuse the student **ONE** time in a semester.
- Parent’s notes to be excused from PE are **NOT acceptable**.
- Alternative assignment for students with medical excuses.

LOCKER ROOMS

Lockers are provided. Any items the student would like to be kept more secure may be given to the coach to keep in the coach’s office. Although there will be a secure place for the student to keep clothing, he/she is responsible for items kept in the locker room.

CAFETERIA

School lunches are served in the cafeteria each day for a price set by the Board of Education. This is the class A, government-approved lunch. The cafeteria shall be under the direct supervision of the cafeteria duty teacher. Students are responsible for keeping their area clean.

BREAKFAST/LUNCH PRICES

Breakfast: Free Breakfast for students

Lunch: Prices listed below are for the 2018-2019 school year.

Lunch.....	\$2.30	Adult Breakfast.....	\$1.55
Reduced Lunch.....	\$.40	Adult Lunch.....	\$2.30
Milk.....	\$.50		
Breakfast (student).....	Free		

BREAKFAST LUNCH PROCEDURES

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

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

BUS POLICY: All students must have a note from **both** parents stating that one student has permission to ride the bus home with another student. Permission cannot be taken over the phone. There have been some issues with students going home with students, and the other parent is not aware of it in advance. As always, we need a phone call from both parents when it involves students of the opposite sex.

GRADING SYSTEM

- A – Outstanding Work
- B – Above Average Work
- C – Average Work

D – Below Average Work
 F – Failing Work
 I – Incomplete

GRADING SCALE

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

Progress Reports: Progress reports/Mid-Term reports are distributed following the midpoint of each quarter.
Report Cards: Report cards are distributed to the students on the fifth school day following the end of the quarter.

In the DeSoto School District, we view grades as a method of communication for students, parents, teachers, and administrators to have a conversation about learning progress.

Student performance is assessed on a continual basis throughout the school year. This evaluation assesses student growth in expression of ideas, communication, achievement of educational goals, and personal growth and development. Grades will be assigned based upon student ability, achievement, effort and cooperation. (DeSoto Policy 6450)

In order to communicate this continual progress toward mastery of our grade-level learning standards, teachers calculate grades using two categories: formative and summative assignments/assessments. *Formative* work provides ongoing feedback that can be used by teachers and students to monitor students’ learning progress. These types of assignments count for 20% of a student’s grade. *Summative* work is a measure of student learning after formative work and is a reflection of District learning objectives that were taught within the instructional period. A grade should communicate what a student has learned, and summative grades are typically taken at the conclusion of the study of new materials, the majority of the course grade (80%) is composed of summative grades.

The key to understanding the difference between the two is to understand the *purpose* and *use* of the work. In determining which category to assign the work to, teachers consider:

- Why is this work assigned?
- What is the purpose of the assignment?
- How does the teacher intend to utilize the assignment?
- Will it allow the teacher to determine where students are while in the middle of a unit, so the teacher may adjust instruction prior to the end of unit test?
- Will it allow the teacher to see what the students have learned before moving onto another unit?
- Does this assignment demonstrate a student’s final level of mastery of this concept, or is there still more learning to come before the final grade is taken?

Below are some examples of what *might* constitute a formative or summative assignment:

FORMATIVE (20%)	SUMMATIVE (80%)
<ul style="list-style-type: none"> ● Worksheets ● In-class discussion participation ● Exit cards ● Short quizzes 	<ul style="list-style-type: none"> ● A paper-pencil chapter/unit test ● Large presentations ● Essays/Research projects ● Final exams

- Quick writes

- Labs

*This list is not all inclusive or exclusive, it is the intent of the teacher when assigning the work.

DAILY BELL SCHEDULE

Teachers Report	7:23 AM
First Bell	7:30 AM.
Warning Bell	7:33 AM
1st hour	7:38 – 8:28 AM
2nd hour	8:33 - 9:23 AM
3rd hour	9:28 – 10:18 AM
4th hour	10:23 - 11:13 AM
5th hour	11:18-12:45
1 st lunch	- 11:13 – 11:37
2 nd lunch	- 11:37 – 12:01
3 rd lunch	- 12:01 – 12:25
Dragon Time	- 12:30-12:45
6th hour	12:50 – 1:40 PM
7th hour	1:45 – 2:35 PM

Early Out Schedule

1st hour:	7:33-8:10
2nd hour:	8:15-8:45
3rd hour:	8:50-9:20
4th hour:	9:25-9:55
5th hour:	10:00-10:30
6th hour:	10:35-11:05
7th hour:	11:10- 11:40

**No lunch is served on Early Out days

DRAGON TIME

Dragon Time is a 15 minute Advisory Time offered to all junior high school students. This advisory time is designed to help students by teaching and promoting goal setting, organizational skills, communication skills, and team building.

ITEMS OF MISCONDUCT AND CONSEQUENCES

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

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

The district will provide annual in-service training to all employees concerning the district's discipline regulations

and their implementation. Annual training will also include, but will not be limited to, approved methods of dealing with school violence, discipline of students with disabilities and the requirements of student confidentiality.

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

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

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

Behavioral Expectations

All students attending school in district schools will be expected to accept the obligation and responsibility to attend school on a regular basis and to comply with the district's discipline code set forth in Regulation 2610. Those students who choose not to fulfill their responsibilities at school will be held accountable for their conduct. Consequences for individual acts of misconduct are calculated to discipline the student to deter future misconduct and to provide a safe and positive environment in which students can maximize their learning potential. Students who engage in significant acts of misconduct off campus which materially and adversely impact the education of district students will be subject to discipline up to and including expulsion. (De Soto Policy 2600)

Alcohol - Possession of or presence under the influence of alcohol regardless of whether the student is on school premises.

First Offense: 10 days OSS, recommendation to superintendent for 20 additional days.

Subsequent Offenses: 10 days OSS with recommendation for 170 additional days of suspension.

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

First Offense: 10 Days out of school suspension with recommendation to the superintendent for 170 days of additional suspension. Notification to law enforcement.

Subsequent Offenses: Same above

Assault - (Refer to Policy and Regulation 2673 - Reporting of Violent Behavior)

Assault of a Student - Use of physical force with the intent to do bodily harm.

First Offense: 5 Days out of school suspension. Notification to law enforcement.

Subsequent Offenses: 10 days out of school suspension. Notification to law enforcement. 3rd offense- 10 days OSS with recommendation to the superintendent for an additional 20 days. Notification to law enforcement.

Assault of Staff Member: 10 days out of school suspension, with notification to law enforcement. Subsequent: 10 days OSS with recommendation to superintendent for 20 additional days OSS, notification to law enforcement.

Bullying – Intentional intimidation or infliction of physical, emotional, or mental harm (see Policy 2655).

First Offense: 10-30 Days of OSS

Offenses: 180 Days of OSS to expulsion

Fighting - Physically striking another in a mutual contact as differentiated from an assault.

First Offense: 3 days out of school suspension.

Subsequent Offenses: 5 days out of school suspension; 10 days out of school suspension

Defiance of Authority - Refusal to obey directions or defiance of staff authority

First Offense: 3 days of D.A.A.T.S / 2 Saturday schools.

Subsequent Offenses: 5 days of D.A.A.T.S / 3 Saturday schools; 3-5 days out of school suspension.

Disruptive Behavior - Conduct which has the intentional effect of disturbing education or the safe transportation of a student

First Offense: 2 detentions

Subsequent Offenses: 3 days of D.A.A.T.S / 2 Saturday schools; 5 days of D.A.A.T.S / 3 Saturday schools.

Drugs/Controlled Substance

Possession or presence under the influence of a controlled substance or substance represented to be a controlled substance while at school, on the school playground, on the school parking lot, a school bus or at a school activity whether on or off of school property.

First Offense: 10 days out of school suspension with recommendation to the superintendent for 20 additional days of suspension. Notification to law enforcement. Suspension may be reduced to 10 days if: 1.) The student participates in a drug/ alcohol assessment and follows recommendations. 2.) Assessment must take place within 5 days after the suspension. 3.) Student may be subject to periodic school administered drug tests. In the event that the recommendations should not be followed the full suspension will be assessed.

Subsequent Offenses: 10 days out of school suspension with recommendation to the superintendent for 170 additional days of suspension. Notification to law enforcement. Safe schools report will be filed.

Sale of a controlled substance or substance represented to be a controlled substance while at school or at any of the locations described above.

First Offense: 10 days out of school suspension with recommendation to the superintendent for 170 additional days of suspension. Notification to law enforcement. Safe schools report will be filed.

Subsequent Offenses: 10 days out of school suspension with recommendation to the superintendent for 170 additional days of suspension. Notification to law enforcement. Safe schools report will be filed.

Prescription Medication

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

First Offense: 10 days out of school suspension with recommendation to the superintendent for 20 additional days of suspension. Notification to law enforcement. Suspension may be reduced to 10 days if: 1.) The student participates in a drug/ alcohol assessment and follows recommendations. 2.) Assessment must take place within 5 days after the suspension. 3.) Student may be subject to periodic school administered drug tests. In the event that the recommendations should not be followed the full suspension will be assessed.

Subsequent Offenses: 10 days out of school suspension with recommendation to the superintendent for 170 additional days of suspension. Notification to law enforcement. Safe schools report will be filed.

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

First Offense: 10 days out of school suspension with recommendation to the superintendent for 170 additional days of suspension. Notification to law enforcement. Safe schools report will be filed.

Subsequent Offenses: 10 days out of school suspension with recommendation to the superintendent for 170 additional days of suspension. Notification to law enforcement. Safe schools report will be filed.

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

First Offense: 3 days out of school suspension.

Subsequent Offenses: 5 days out of school suspension, 10 days out of school suspension.

Firearms and Weapons (Refer to Policy and Regulation 2620 - Firearms and Weapons in School)

Possession of a firearm or weapon

First Offense: (Minimum of one-year suspension) Notification to law enforcement. Suspension and/or expulsion may be modified by the superintendent to the Board of Education.

Subsequent Offenses: Same above

Harassment

First Offense: 5 days of D.A.A.T.S

Subsequent Offenses: 5 days out of school suspension; 10 days out of school suspension.

Improper Display of Affection - Consensual kissing, fondling, or embracing

First Offense: Warning and notice filed

Subsequent Offenses: 1 day of D.A.A.T.S; 3 days of D.A.A.T.S

Improper Language

Threatening Language - Use of verbal, physical or written threats to do bodily harm to person or personal property.

Toward Staff:

First Offense: 5 days Out of School Suspension

Subsequent Offenses: 10 days Out of School Suspension/10 days Out of School Suspension; recommendation to Superintendent for additional days

Toward Students:

First Offense: 3 days of D.A.A.T.S / 2 Saturday schools

Subsequent Offenses: 5 days of D.A.A.T.S / 3 Saturday schools; Repeated or more serious offences will lead to further action

Use of Obscene or Vulgar Language - Language which depicts sexual acts, human waste, and blasphemous language

First Offense: 1 day of D.A.A.T.S

Subsequent Offenses: 1 day of D.A.A.T.S; 5 days of D.A.A.T.S

Directed toward Staff: First offense: 5 days out of school suspension. Subsequent offenses: 5 days OSS;10 days OSS with recommendation to superintendent for further action.

Disruptive or Demeaning Language or Conduct - Use of hate language to demean other persons due to the race, gender, disability, natural origin, or religious beliefs. This provision also includes conduct, verbal, written, or symbolic speech which materially and substantially disrupts class, school activities, transportation, or school functions.

First Offense: 1 day of D.A.A.T.S

Subsequent Offenses: 1 day of D.A.A.T.S; 5 days of D.A.A.T.S

Inappropriate Sexual Conduct

Physical touching of another student in the area of the breasts, buttocks, or genitals

First Offense: 5 days of D.A.A.T.S

Subsequent Offenses: 5 days out of school of suspension; 10 days out of school suspension

Use of sexually intimidating language, objects, or pictures.

First Offense: 5 days of D.A.A.T.S

Subsequent Offenses: 5 days out of school of suspension; 10 days out of school suspension

Indecent Exposure - Includes display of breasts, buttocks and genitals in a public location

First Offense: 10 days out of school suspension. Notification to law enforcement

Subsequent Offenses: 10 days out of school suspension. Notification to law enforcement

Theft - Nonconsensual taking or attempt to take the property of another

First Offense: 3 days of D.A.A.T.S., make restitution

Subsequent Offenses: 5 days out of school suspension, make restitution; Repeated or more serious offences will lead to further action.

Tobacco - Possession or use of tobacco or tobacco products

First Offense: 3 days of D.A.A.T.S / 2 Saturday schools

Subsequent Offenses: 5 days of D.A.A.T.S / 3 Saturday schools; Repeated or more serious offences will lead to further action.

Truancy - Absent or tardy from class or classes without authorization (See also Policy and Regulation 2340 - Truancy and Educational Neglect.)

First Offense: 3 days of D.A.A.T.S / 2 Saturday schools

Subsequent Offenses: 3 days of D.A.A.T.S / 2 Saturday schools

Vandalism - Intentional damage or attempt to damage property belonging to the staff, students, or the District

First Offense: 1-3 days of D.A.A.T.S / 2 days of Saturday schools plus restitution

Subsequent Offenses: 5 days of D.A.A.T.S / 3 Saturday schools plus restitution; Repeated or more serious offences will lead to further action.

1. All detentions will be 2 hours (from 2:35 pm to 4:30pm).
2. Saturday school will be from 8:00 am to 11:00 am with one (1) break.
3. DAATS may be assigned no more than 20 days per year; after that it will result in a suspension and/or Management School placement.
4. Failure to complete DAATS assigned placement will result in removal from school.
5. Administration has discretion to deviate with respect to any disciplinary infraction

DISCIPLINE OF STUDENTS WITH DISABILITIES

The Individuals with Disabilities Education Act (IDEA) Amendments of 1997 clarified the law and process of disciplining disabled students. Students with disabilities may have a modified discipline plan based on their disability and its ramifications. Principal may modify corrective actions as outlined in the student's Individual Education Plan (IEP).

Specific procedures occur when school personnel have behavioral concerns about a disabled student. A functional behavior assessment is done to determine why the behavior exists and what prompts the behavior. A manifestation determination is done to discover if there is a relationship between the student's disability and the behavior that is subject to a disciplinary action based on the findings of the behavior assessment and the manifestation determination, an outline in the plan, which is part of the student's IEP, to deal with problem behaviors.

If school officials believe that a child's placement is inappropriate, they can work with the child's parent through the IEP and placement processes to come up with an appropriate placement for the child. The goal of revising the IEP is to meet the needs of students, which results in his or her improved learning and the learning of others to ensure a safe environment.

Threats of Violence (De Soto Regulation 2674)

If the building principal determines that a threat of violence has occurred, the offending student will, for no more than ten (10) days, be suspended from school. The suspension will be reported immediately to the Superintendent. Attempts will be made to contact parents/guardians informing them of District disciplinary action. The suspension will be in effect until a meeting can be arranged with the offending student, the threatened individual and the building principal.

The principal, at his or her discretion, may choose to invite:

- The guidance counselor
- Director of Special Education
- Juvenile authorities
- The assistant principal
- The Superintendent

With written parent/guardian consent, the following may also be invited to attend the meeting.

- A member of the local police force
- Mental health officials
- Any other individual deemed to be able to add to the process

The nature of the threat, along with the student's past behavior, age and maturity level will be discussed at the meeting. The offending student will be given the opportunity to present any relevant information concerning the incident. Any incident where the student committed a violent act or possessed a weapon will be brought to the attention of the group and discussed during the meeting.

Following the meeting, the building principal will assign additional punishment that may include a required apology, additional OSS or ISS. The principal may also elect to refer the incident to the Superintendent, who may assign additional punishment up to 180 days of OSS or recommend expulsion to the Board of Education. With any decision to suspend a student for ten (10) or more days, the student will be given due process appropriate to suspension in excess of ten (10) days, as required by law. Any additional OSS assigned will outline the conditions under which the student may return to school.

Procedures mandated by the IDEA will be used, when required by law, where the IDEA protests a student who may subject to disciplinary actions under this policy.

De Soto School District Bullying Policy

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Bullying is strictly prohibited on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying.

Cyberbullying means bullying as defined above through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless

telephone, or other wireless communication device, computer, or pager. The District may prohibit and discipline for cyberbullying that originates on any District campus or at a District activity if the electronic communication was made using the school's technological resources, if there is a sufficient nexus to the educational environment, or if the electronic communication was made on the District's campus or at a District activity using the student's own personal technological resources. Further, students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline.

Bullying, as defined in this policy, is strictly prohibited. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their building principal. District employees are required to report any instance of bullying of which the employee has witnessed within two (2) school days of the occurrence. Employees shall report the occurrence to the building principal, who is the person the District designates to receive reports of incidents of bullying. A principal who receives a report of an incident of bullying shall initiate an investigation into the allegations within two (2) school days of receipt of the report. The principal may assign other employees to assist in the investigation, or request that the superintendent assign an outside investigator. The investigation shall be completed within ten school days from the date of the written report of bullying unless good cause exists to extend the investigation. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

Students who are found to have violated this policy will be subject to consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Possible consequences to a student for a violation of this policy include: loss of privileges, classroom detention, conference with teacher, parents contacted, conference with principal, in school suspension, out-of-school suspension, expulsion and law enforcement contacted.

The District shall give annual notice of the policy to students, parents or guardians, and staff. This policy shall be included in all student handbooks. This policy shall also be posted on the District's web page (as a Board policy) and a copy shall be placed in the District Administrative Office.

The District shall provide information and appropriate training to District staff who have significant contact with students regarding the policy. All staff with significant student contact shall be trained on the requirements of this policy on an annual basis.

The District shall provide education and information to students regarding bullying, including information regarding this policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, reprisal, or retaliation against any person who reports an act of bullying. The District shall instruct its school counselors, school social workers, licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for students to overcome bullying's negative effects. Such techniques include but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself or herself assertively and effectively; helping the student develop social skills or encouraging the student to develop an internal locus of control. District administrators will implement programs and other initiatives to address bullying, to respond to such conduct in a manner that does not stigmatize the victim, and to make resources or referrals available to victims of bullying.

De Soto School District Equal Opportunity Notice/Nondiscrimination

The District is committed to maintaining a workplace and educational environment that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. The District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service. In accordance with law, the District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law in its programs and activities. Further, no person shall be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination based on the above listed characteristics under a school nutrition program for which the District receives federal financial assistance from the U.S. Department of Agriculture (USDA Food and Nutrition Service).

Harassment or discrimination because of an individual's race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law is prohibited in this District. The District also

prohibits retaliation against a person who files a complaint of discrimination or harassment or participates in an investigation of allegations of harassment or discrimination.

DISTRICT'S COMPLIANCE OFFICER

The District has designated the Compliance Officer with the responsibility to identify, prevent, and remedy unlawful discrimination and harassment in the District. The Compliance Officer is in charge of assuring District compliance with this Policy and Regulation, Title IX of the Education Amendments of 1972; Title VII of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; as well as other state and federal nondiscrimination laws.

Name: Debbie Killingsworth Address: 610 Vineland School Rd., De Soto MO 63020 Telephone Number: 636-586-1000

504 PUBLIC NOTICE

The De Soto School District, as a recipient of federal financial assistance from the United States Department of Education and operates a public elementary or secondary education program and/or activity, is required to undertake to identify and locate every qualified person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parents or guardians of the District's duty.

The De Soto School District assures that it will provide a free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related aids and services that (i) are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and (ii) are based on adherence to procedures that satisfy the requirements of the 504 federal regulations.

The De Soto School District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed at De Soto School District Administration Office by contacting the Section 504 Compliance Grievance Officer, Debbie Killingsworth, Director of Special Education, De Soto School District, 610 Vineland School Rd., De Soto, MO 63020

This notice will be provided in native languages as appropriate.

EVERY STUDENT SUCCEEDS ACT (ESSA) 2015

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

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

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

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

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

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

This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary

and Secondary Education under the Every Student Succeeds Act.

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

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

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

If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education within fifteen working days following receipt of the written decision from the board. The department will initiate an investigation and issue notice of the findings to the board and the complainant. If there is 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 Dr. Dow, Assistant Superintendent, De Soto School District, 610 Vineland School Rd., Desoto, MO 63020, (636) 586-1000.

PUBLIC NOTICE

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

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

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

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

This notice will be provided in native languages as appropriate.

Debbie Killingsworth
De Soto School District
610 Vineland School Rd.
De Soto, MO 63020
(636) 586-1000

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

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

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)
 1. Political affiliations or beliefs of the student or student's parents;
 2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.

- *Receive notice and an opportunity to opt a student out of-*
 1. Any other protected information survey, regardless of funding;
 2. Any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- *Inspect*, upon request and before administration or use
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

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

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

Parents/eligible students who believe their rights have been violated may file a complaint with:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW.
Washington, D.C. 20202-4605

DE SOTO SCHOOL DISTRICT NOTICE FOR DIRECTORY INFORMATION

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

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

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

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

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

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

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

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

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

**Family Policy Compliance Office
U.S. Department of Education**

400 Maryland Avenue, SW
Washington, DC 20202-4605

Student Image Permission

Please complete this form if you wish to deny your child access to the following-

During the school year, your child's image/photograph or work may be included in a classroom or school project that could be used in one of the following ways:

- Used as a demonstration project/activity in education workshops, classes, or conferences.
- Used as a sample project/activity on CDs created by DeSoto Public Schools for use in education workshops and student classrooms.
- Posted on the school or DSHS/DJHS web pages on the internet.
- Submitted as samples to program publishers or as contest entries to sponsors.
- Appear on videotape made during a student presentation of their project, or in broadcasts or videotapes demonstrating computer multimedia in general.
- Videotaped to appear in a school-related program or news broadcast to be used by a local television station or school/county project.
- Used in a printed publication such as a newspaper, magazine or yearbook.

Your child's address **WILL NOT** be included with your child's picture when publishing on the web.

There is no monetary compensation for the use of the work, but it will help many teachers get more use out of their computers, and show other students a good example of what can be. Please sign the release form that follows and return this sheet to your child's school. Your permission grants us approval to publicize without prior notification and remain in effect until revoked.

Student Image Permission Release Form

I/We **DO NOT** give permission for _____'s image/photograph, or school work to be used as described in the handbook.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Address: _____ Phone: _____

City, State, Zip Code: _____ Date: _____

Phone Number: _____ Date: _____

Bullying Incident Report Form – De Soto School District

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

Date/Time Report Filed: _____ Your Name*: _____

Contact Information: _____

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

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

Date(s) of alleged bullying: _____

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

Person(s) alleged to have committed the bullying:

Name(s) of Witness(es):

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

If so, who? When?

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

*Signature of Complainant _____

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

This section is for use of District Administration

Date/Time Report

Received: _____

Date/Time Investigation

Started: _____

Date/Time Central Office Notified:

Investigative Action taken:

Result of Investigation/Action taken:

Date/Time Investigation Completed:

Date/Time Central Office Notified of Completed Investigation:

Signature of Investigator:
