De Soto High School Student Handbook 2026-2027



De Soto High School
815 Amvets Drive
De Soto, MO 63020

Main Office: (636) 586-1085
Fax: (636) 586-1059
A+ Office: (636) 586-1060
Athletics/Activities Office: (636) 586-1058
Nurses Office: (636) 586-1023
Counseling Center: (636) 586-1060
Student Services: (636) 586-2861
Attendance Answering Service: (636) 586-1012
Food Service: (636) 243-2542
Transportation: (636) 586-1078

The Mission of the De Soto School District:
Ensure learning, growth, and success for all students in a safe environment.

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Welcome

Welcome to De Soto High School. We are excited to assist all De Soto students in maximizing their potential with the collaboration of families and our community within the De Soto School District. This handbook is designed to be a resource for students and families. Included is general information we hope you find helpful in answering questions about De Soto High School. Please feel free to reach out to the main office by calling (636) 586-1030 with any additional questions as we are here to serve and looking forward to working with you this school year.

Social Media-Stay Connected

We invite you to stay connected by visiting our social media sites. Relevant information important to you can be found by visiting the district website listed below and selecting your school from the top search bar. Additionally, you can stay connected by connecting with us on social media through the sites below, where you will find updated information on important events, activities, as well as important communication updates throughout the school year.

DHS Website: https://www.desoto73.org/o/shs
DHS Facebook: De Soto Senior High School
DHS Instagram: https://www.instagram.com/desotoseniorhigh/
District Website: https://www.desoto73.org/
District Facebook: De Soto #73 School District

Visits to Campus

To ensure the safety of students and staff, we appreciate everyone's cooperation in ensuring our school is safe.

- Persons having business with the school should report to the school office.
- Persons picking up students after school should remain in their vehicles.

Visitors

Parents and guardians are encouraged to visit. Students and staff safety and security is our number one priority and for the safety of everyone, all visitors are requested to report to the main office upon entering the building. Visitors will fill out a "Visitor's Badge" in the office. Any adult who volunteers is required to obtain a digital background check and have it sent to our De Soto Central Office at 610 Vineland School Road, De Soto, Missouri 63020.

I.D. Cards

All students are expected to be in possession of their student ID card at any and all school functions. Students are required to produce their ID cards when requested by faculty or staff of the high school.

School Facts

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

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: Snapdragon
Motto: "Learn, For The Future Belongs To Those Who Are Prepared."

Fight Song:
(Onward Dragons)
Onward Dragons, Onward Dragons
Beat up on that team
Show the world that white and green
Ever are supreme
Rah, Rah, Rah!

Onward Dragons, Onward Dragons
Fighting for our fame
Fight Dragons
FIght Fight Fight
And win this game
Hey!

Grades: 9-12
Enrollment: 800 Students
Staff: 50 Teachers

Contact Information

Mr. Jon Roop, Principal (636) 586-1085 ext. 6017	**roop.jon@desoto.k12.mo.us**
Mr. Matt Buechting, Assistant Principal (636) 586-1085 ext. 6012	**buechting.matt@desoto.k12.mo.us**
Dr. Dustin Stockmann, Assistant Principal (636) 586-1085 ext. 4006	**stockmann.dustin@desoto.k12.mo.us**
Mr. Russ Schmidt, Athletic/Activities Director/Assistant Principal (636) 586-1085 ext. 6025	**schmidt.russ@desoto.k12.mo.us**
Mrs. Ginger Schutte, Counselor/A+ Coordinator (636) 586-1060 ext. 6029	**schutte.ginger@desoto.k12.mo.us**
Mr. Jason Fischer, Counselor/ATS Coordinator (636) 586-1060 ext. 6031	**fischer.jason@desoto.k12.mo.us**
Ms. Katherine Fagin, Counselor/504 Coordinator (636) 586-1060 ext. 6030	**fagin.katherine@desoto.k12.mo.us**
Mrs. Macy Moore, Librarian (636) 586-1085 ext. 6255	**moore.macy@desoto.k12.mo.us**
Mrs. Katie Wood, Nurse (636) 586-1085 ext. 6022	**wood.katie@desoto.k12.mo.us**

Board of Education Members

Mrs. Beverly Wilson, Board President	Mr. Mark Ferrell, Vice President	Mrs. Tarrole Milfeld
Mr. Jonathan Cook	Mr. Michael Golightly	Mrs. Trish Coleman
	Mrs. Kari Brooks	

Mr. Ron Farrow, Superintendent of Schools (636) 586-1000 ext. 3090	farrow.ron@desoto.k12.mo.us
Mr. Josh Phipps, Assistant Superintendent (636) 586-1000 ext. 3250	phipps.joshua@desoto.k12.mo.us
Mr. Shawn Brown, Assistant Superintendent (636) 586-1000 ext. 3110	brown.shawn@desoto.k12.mo.us
Ms. Christina Bourbon, Special Education Director (636) 586-1000 ext. 3230	bourbon.christina@desoto.k12.mo.us

2026-2027 School Calendar

Beginning and End of the School Year:

Thursday, August 20, 2026	Open House 5:30-7:00 pm
Wednesday, August 26, 2026	First day of school
Thursday, May 27, 2027	Last day of school (pending inclement weather make up days)

Days School is Not in Session:

September 4-Semptember 7. 2026	No school-Labor Day Break
September 28, 2026	No school-Teacher Professional Development
October 23, 2026	No school
November 25-27, 2026	No school-Thanksgiving Break
December 21, 2026-Janaury 4, 2027	No school-Christmas Break
January 18, 2027	No school-Martin Luther King Day
February 15, 2027	No school-Presidents' Day
March 15, 2027	No school-Teacher Professional Development and Grading Day
March 22-29, 2027	No school-Spring Break

Early Dismissal Days

Friday, September 25, 2026	Homecoming (Students release at 11:40am)
Friday, October 16, 2026	Grading/Professional Development (Students release at 11:40am)
Thursday, October 22, 2026	Parent Teacher Conferences (Students release at 11:40am)
Friday, December 18, 2026	End of 1st Semester/Christmas Break (Students release at 11:40am)
Thursday, May 27th, 2027	Last Day of School (Students release at 11:40am)

School Hours

Office Hours:	7:00am - 3:00pm	Breakfast: 7:00am - 7:33am	
Student Arrival:	7:00am	Classes Begin:	7:38am
Student Dismissal:	2:35pm	Lunch Shifts:	11:13am - 12:45pm

De Soto #73 School District
2026-2027 School Calendar

July 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2026						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					4

September 2026						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
						19

October 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						21

November 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
						18

December 2026						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
						14

Calendar Notes

August 10-14 New Teacher Orientation
August 17-24 District/Building Meetings and Professional Development
August 20 Secondary Open House: Middle & High School 5:30-7:00 PM
August 24 Teacher Work Day and ECC & Primary Open House 5-6:30 PM; Intermediate Open House 6-7:30 PM
August 25 Teacher Work Day- Flex Attendance
August 26 First Day of School

September 4-7 NO SCHOOL; Labor Day Holiday
September 25 Early Release; Homecoming-Parade 3:00 pm
September 28 NO SCHOOL; Professional Development/PLC

October 15 End of 1st Quater
October 16 Early Release/Grade Time (Flex Attendance for Teachers)
October 22 Ealy Release;
PTC: ECC & Secondary 1:00 pm- 7:00 pm; Primary & Intermediate 2:00pm- 8:00 pm
October 23 NO SCHOOL

November 25-27 NO SCHOOL; Thanksgiving Holiday

December 18 Early Release; End of 1st Semester/2nd Quarter
December 21-January 1 NO SCHOOL; Winter Recess

January 1 NO SCHOOL; Winter Recess
January 4 NO SCHOOL; Teacher Work Day/Grade Time- Flex Attendance
January 5 Classes resume
January 18 NO SCHOOL; Martin Luther King Jr.'s Birthday

February 15 NO SCHOOL; President's Day

March 12 End of 3rd Quarter
March 15 NO SCHOOL; Professional Development/Grade Time (Flex Attendance for Teachers)
March 22-29 NO SCHOOL; Spring Break

May 27 Early Release; Last Day of School
May 28 Teacher Workday-Flex Attendance

June 1-4 Inclement weather make-up days will be added to the end of the school year
June 7 First Day of Summer School
June 25 Last Day of Summer School

January 2027						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						18

February 2027						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						
						19

March 2027						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
						16

April 2027						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
						22

May 2027						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					19

June 2027						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

June 1-4 Inclement weather make up days will be added on to the end of the school year

Teacher Work Day- Flex Attendance
Teacher Work Day- In District
Early Release Day
School Break/Holiday
New teacher Orientation

Board Approved: March 19th, 2026

Student Attendance Days: 170

SEM. 1 = 76 STUDENT DAYS

SEM. 2 = 94 STUDENT DAYS

Kindergarten Registration: Typically occurs in late March and early April. Specific dates will be shared when finalized.

Building	Regular Schedule	*Early Release Schedule*
DHS, DMS	7:38 AM - 2:35 PM	*7:38 AM - 11:40 AM*
Intermediate	8:20 AM - 3:15 PM	*8:20 AM - 12:30 PM*
Primary	8:40 AM - 3:35 PM	*8:40 AM - 12:50 PM*
ECC- Full Day	8:15 AM - 3:10 PM	*8:15 AM - 12:25 PM*
ECC- 1/2 Day AM	8:15 AM- 11:10 AM	8:15 AM- 11:10 AM
ECC- 1/2 Day PM	12:10 PM- 3:10 PM	No School

Student drop off for primary and intermediate begins 20 minutes before school starts

Student Arrival and Dismissal

Arrival: Students are allowed to be on campus at 7:00am, but not before this time.
Leaving prior to the end of the school day: If a student must leave prior to the end of the day, the student will be counted absent for the time that is missed and will only be released to a parent/guardian through the office.

Bus Transportation

De Soto places the highest priority on the safety of each student. The transportation department has numerous measures in place to guarantee safety during rides to and from school. State law requires school districts to provide transportation for students who are three and a half miles away from school and does not require schools to accommodate more than one bus stop for any student.

Parents will be able to register their child(ren) for bus service by contacting the transportation department at (636) 586-1078. Students will only be allowed to select one permanent pick-up/drop-off address (these can be different). Students are not allowed to ride any bus other than their assigned bus. We will not accommodate day to day bus changes. A change in schedule must be done in writing, must be done at least 24 hours in advance, and done for a minimum of one week long change, and remain consistent. Families with custody plans on file with the school can request special weekly arrangements, however, daily changes will not be accommodated. Emergencies are handled through the building principal, who will work with our police officers and intervention specialist to assist families if needed, but cannot be accommodated through a bus change.

Breakfast/Lunch

Prices for the 2026-2027 School Year

	Reduced Price	Full Price
Student Breakfast	$0.30	$2.00
Student Lunch	$0.40	$3.10
Staff Breakfast	N/A	$2.35
Staff Lunch	N/A	$4.00

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 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. Families may also pay lunch account payments through our student information system. Please reach out to food service at (636) 243-2542 if you have any questions or need any assistance with payment processes. A la carte items are available, provided a student does not have a negative balance.

Health Services

The Health Services Department of De Soto School District goals are to promote and maintain preventative health care. Each campus of the district employs a school nurse that assists students in developing their full potential in health and education. Parents ultimately have the primary responsibility for the health of their children. The health services responsibility lies in promoting a school health program that will promote, protect, and maintain a student's health and to assist the parent in carrying out that responsibility. The health

status of children affects their ability to learn. Healthy children learn better. The school nurse provides supportive professional and specialized health services for the school staff and students.

Medication

A student found possessing and/or using any type of medication (medication includes: prescription, over-the-counter drugs and herbal preparations) is subject to action in accordance with the handbook. A student may bring personal medication only by following these directions:

- Written permission from a parent/guardian stating that the student may take medication during school hours.
- All medications must be stored and administered by the school nurse. Students are not permitted to carry or possess any medication while on school grounds. Permission and medication must be turned in to the nurse prior to the end of the 1st hour of school.
- Medication must be in the original package.

All prescription medication must have the prescription label affixed to it and be prescribed for the student. Medication that is not in the original container or prescription bottle, and/or is turned in without written permission from a parent or guardian will be held in the nurse's office until the last hour of the day and will be returned to the student to take home with parent contact. Medication not meeting district policy, will not be given to the student throughout the course of the day. Expired medication or medication in excess of the recommended dosage will not be given.

Head Lice

The district has a no nit policy, meaning that students must be free of nits before attending their classes. If a student is found to have lice bugs or nits, the student's parent or guardian is notified and the student is sent home. Siblings of the affected student(s) are checked as well. Depending on findings, classrooms and/or grade levels may be checked. Students that are sent home must be treated at home and then checked by the nurse prior to being allowed to return to their classes. If a child does not return to school in one (1) week or has repeated infestations, notification will be made to the District Intervention Specialist and/or Division of Family Services.

Immunizations

It is unlawful in the state of Missouri for any child to attend school unless he/she has been immunized as required under the rules and regulations of the Department of Health, (State Law Bill Nos. 904, 788, & 966, Section 167.181 and 376.995). Exceptions to this include law include:

- Religious Exemption-A religious exemption card must be signed by the parent/guardian and placed with the student's medical records.
- Medical Exemption-A physician may exempt a student from receiving immunization(s) if the physician feels that administering the immunization(s) would endanger the life or health of the student due to their physical condition.
- In Progress-An "Immunizations in Progress" form may be placed on file in the nurse's office if the student is in the process of receiving the required immunizations. This form includes the date that the student is to receive the next dose of the vaccine(s). If the student does not receive the vaccine(s) on this date, the form then becomes invalid and the student is considered to be non-compliant.

Students that are in non-compliance with immunizations, will be excluded from school until they are properly immunized or until the proper forms are placed on file in the nurse's office. Students that are excluded for five (5) scheduled school days for non-compliance will be referred to the District Intervention Specialist and/or Division of Family Services.

Emergency Information

Student emergency information will be updated annually during online registration. At that time, the parent/guardian may designate emergency contacts for their student. Students suffering from illness or injury during the school day should see the nurse during time between classes or obtain a pass from their teacher. If the nurse deems it necessary, she will contact the student's parent/guardian. If needed, release from school will then be authorized and the main office will be notified. Students leaving campus are to be signed out in the main office prior to leaving. Students that leave campus without authorization or that stay in the restroom for the duration of a class period, will be considered truant and will be subject to disciplinary action. Students that are ill or injured are not to contact their parent(s)/guardian(s) via their personal cell phone and instead should report to the nurses office. It is imperative to keep the nurse updated with current medical information, as well as any medication changes. It is also extremely important to update any changes to phone numbers, emergency contacts, and email addresses. The changes can be made by accessing the parent portal.

Authorization to transport students via ambulance must be given by parent/guardian. This authorization is used in the event of an emergency situation when the parent/guardian cannot be located. Transport via ambulance is at the expense of the parent/guardian. Parent(s)/guardian(s) are able to provide this authorization during online registration.

Doctor's Excuses and Adaptive Physical Education

A written note from a physician must be received for a student to be excused from the activity portion of their physical education classes due to injury. A parent/guardian may write an excuse for the student; however, this excuse is valid for 1 (one) day only. After this time, it is the responsibility of the student to provide written documentation from their physician. The physician's note should include an alternative activity for the student and the duration of time that that student will need to be excused. Upon receipt of the physician's note, accommodations/alternative arrangements for the student will be made.

Special Services

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

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

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

De Soto Senior High School Bell Schedules

Full Day Schedule		
Class Period	Tardy Bell	Release Time
1st Hour	7:38	8:28
2nd Hour	8:33	9:23
3rd Hour	9:28	10:18
4th Hour	10:23	11:13
5th Hour	11:18	12:45
6th Hour	12:50	1:40
7th Hour	1:45	2:35

Full Day Lunch Schedule		
1st Lunch	11:13	11:36
2nd Lunch	11:36	11:59
3rd Lunch	11:59	12:22
4th Lunch	12:22	12:45

Early Release Schedule		
Class Period	Tardy Bell	Release Time
1st Hour	7:38	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 Served on Early Release Days

Afternoon Assembly Schedule		
Class Period	Tardy Bell	Release Time
1st Hour	7:38	8:10
2nd Hour	8:15	8:45
3rd Hour	8:50	9:20
4th Hour	9:25	9:55
6th Hour	10:00	10:30
7th Hour	10:35	11:13
5th Hour	11:18	12:45

Afternoon Assembly Lunch Schedule		
1st Lunch	11:13	11:36
2nd Lunch	11:36	11:59
3rd Lunch	11:59	12:22
4th Lunch	12:22	12:45

De Soto High School Graduation Requirements

Graduation Requirements	Number of Credits	College Prep Diploma ***	Number of Credits
Communication Arts	4	English 9, 10, 11, and Advanced English 12, College Comp. I/II	4
Math*	3	Algebra I, Geometry, Algebra II or Algebra II/Trigonometry**	4
Science	3	Physics 1st, General Chemistry, Biology	3
Social Studies	3	World History, American History, American Government.	3
Foreign Language	———	Spanish I/II or French I/II	2
Practical Arts: Personal Finance (0.5), Unspecified (0.5)	1	Practical Arts: Computer Applications (0.5), Personal Finance (0.5), Unspecified (0.5)	1.5
Unspecified Fine Art	1	Unspecified Fine Art	1
Physical Education or Strength Training (1), Health (0.5)	1.5	Physical Education or Strength Training (1.0), Health (0.5)	1.5
Unspecified Electives	7.5	Unspecified Electives	5
Additional Credit	———	An additional credit must come from the following: Psychology I/II, College American History I/II, Zoology/Botany, Athletic Injuries/Zoology or Botany, College Chemistry, Honors Anatomy and Physiology	1
Total	**24**		**26**

*All students must pass a full credit of Algebra I in order to graduate. This is the minimum math requirement for graduation.
** The additional math credit must come from or be a combination of the following: Math Analysis, Trigonometry, College Algebra, Precalculus, or Calculus.
*** These requirements represent College Prep Diploma requirements beginning with the Class of 2023.

In order to be eligible for academic awards such as: Valedictorian, Salutatorian, Top 10%, 3.5 banquet, etc., a student must successfully complete (with a grade of B or higher) at least two advanced classes.

NOTE: The state of Missouri requires that a student pass tests on the Missouri and United States Constitutions before a student can graduate. These tests are administered as part of the American Government classes. In addition, beginning with the class of 2021, the state of Missouri requires that a student pass a Civics test that will be administered in the American History classes. Only those students who have completed all requirements for graduation and have paid all fines, fees, etc… are allowed to participate in commencement.

Additional Requirements for College Prep Diploma:

1. GPA of 3.2 or higher
2. 22 ACT Score or higher
3. Valedictorian and Salutatorian must complete College Prep Diploma

Class Rankings

In the interest of encouraging and recognizing outstanding academic achievement, a valedictorian and salutatorian will be selected for each high school graduating class. When one or more students are tied for the highest grade point average on the 4.0 scale, the following procedures will be used to determine class rank:

- All grades for classes taken in the first two years of high school will be calculated on an eleven point scale where an A = 11, and A- = 10, a B+ = 9, B = 8, etc…
- The valedictorian will be the student with the highest grade point average as computed at the end of eight semesters of high school work.
- The salutatorian will be the student with the second highest grade point average as computed at the end of eight semesters of high school work.
- In case of a tie for valedictorian, co-valedictorians will be honored.
- In case of a tie for salutatorian, co-salutatorians will be honored.
- In case of a tie for valedictorian, no salutatorian will be honored.
- To be eligible for valedictorian or salutatorian honors, a student must be enrolled within the district prior to and continuously following the tenth school day of the student's junior year.
- In order to be considered for valedictorian or salutatorian honors, a student must complete requirements for a college preparatory studies certificate and must complete three units designated as college preparatory classes during the senior year.

Summa, Magna, and Cum Laude Honors (effective for class of 2028)

Latin honors include three levels of academic achievement—cum laude, magna cum laude and summa cum laude.

- **Cum laude:** "With distinction," Accumulated GPA of 3.5-3.749
- **Magna cum laude:** "With great distinction," Accumulated GPA of 3.75-3.999
- **Summa cum laude:** "With highest honor," Accumulated GPA of 4.0 or higher

Grade Reporting

Mid-Quarter Reports/Report Cards

Mid-quarter reports will be distributed to students in their first hour classes 4 weeks into each quarter. Report cards are issued quarterly, five (5) days after the end of each quarter. Report cards will be mailed home at the end of each quarter. Comments concerning attitude and work habits may be included. An explanation of these comments is included on the report card.

Honor Roll and Grading

An honor roll is published each semester. To be on the honor roll, a student must have a GPA averaging between 3.25-3.74. The high honor roll will consist of students with averages of 3.75 or above. Honor Roll will be calculated at the conclusion of each semester.

The grading scale for all work will be the following:

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 0- 59%

Notes on Grade Reporting

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

District Policy 6450 outlines assignment of grades (also see Regulation 6450). It reads, “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.”

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* grades mean that a teacher will still be teaching this material, and they’d like to check in on a student’s learning to see if the lesson plans need to be adjusted. These types of assignments count for 30% of a student’s grade. *Summative* means that at this time, a teacher would like to communicate a level of mastery for a student, and most likely, the lesson plans will move onto a new concept. Because 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 (70%) is composed of summative grades.

The key to understanding the difference between the two is to understand the *purpose* and *use* of the grade. When teachers determine which category to assign the work to, they ask themselves:

- Why am I assigning this? What is the purpose?
- How do I intend to use it?
- Is it to see where my students are while in the middle of a unit, so I can adjust my instruction before it's time for the test at the end?
- Is it to see what my students learned before we move onto another unit?
- Does this grade demonstrate a student's final level of mastery of this concept, or is there still more learning to come before that final grade is taken?

Because teachers know their intention when assigning work, it is difficult to create one master list of what counts for formative grades and what counts for summative grades. Below are some examples of what *might* constitute a formative or summative grade:
*this list is not all inclusive or exclusive--please remember that categorization depends on *intent*

FORMATIVE (30%)	SUMMATIVE (70%)
● Worksheets ● In-class discussion participation ● Exit cards ● Short quizzes ● Quick writes	● A paper-pencil chapter/unit test ● Large presentations ● Essays/Research projects ● Final exams ● Labs

Weighted/Dual Credit Courses

Department	Weighted Course
English	College Composition I (Weighted and dual credit) College Composition II (Weighted and dual credit) Honors 11th English (Weighted Only)
Social Studies	College American History I (Weighted and dual credit) College American History II (Weighted and dual credit) Honors American History (Weighted Only)
Science	College Chemistry (Weighted and dual credit) Honors Anatomy and Physiology (Weighted Only)
Math	College Algebra (Weighted and dual credit) College Precalculus (Weighted and dual credit) College Calculus (Weighted and dual credit)

Weighted Course Description: All weighted courses will have an additional weight of 0.025 factored in where a student earns an A, B, C or D. The GPA calculation will only be added to the "cumulative" GPA and will be used for "rank" purposes only. All prerequisites will stay the same. The A+ program will continue to use unweighted GPA.

42 Hour/Associate of Arts Program: Incoming junior students will be invited to apply for either the 42 hour dual credit program or the Associate of Arts program that is offered in conjunction with Jefferson College. This rigorous program will allow high achieving students the opportunity to complete several college level courses while still in high school.

Grade Classifications: The following criteria is used to classify students in each grade level.

Freshman	0 - 4 ½ credits
Sophomore	5 - 9 ½ credits
Junior	10 - 14 ½ credits
Senior	15 - 24 credits

Guidance Services

Students are encouraged to utilize a wide range of available services, including:

1. Academic advisement on course selection
2. Career planning and interest inventories
3. Preparation for college entrance
4. Scholarship application assistance
5. ACT preparation
6. Vocational - technical programs
7. Student advocate
8. Conflict resolution

Students will work with their school counselor in completing an Individual Career and Academic Plan (ICAP) during scheduled classroom visits. This is a tentative outline of prospective courses the student needs to attain his or her goals.

Schedule Changes

Students should request all desired schedule changes prior to the start of classes for that semester. After classes begin, only those changes considered to be "academic improvements" will be considered. Exceptions for misplacements or special circumstances may occur but are not the rule. After one week, counselors are to get administrative approval for any class changes.

Withdrawal from School

If a student must withdraw from school (moving, dropping out, or transferring), he/she is expected to do so properly through the attendance clerk. Before a student is allowed to withdraw from school a parent or guardian must furnish a written notice or phone call for verification. Failure to return all books, Chromebook, or fulfill debt obligations will result in holding transfer records.

Graduation Policy
Only those students who have completed all requirements for graduation are allowed to participate in commencement.

Visit College/Vocational School
Sophomores, Juniors, and Seniors are allowed two (2) college/vocational school visits per year. The student shall not be in violation of the Attendance Policy prior to a college visit. The purpose of the college/vocational visit is with counselors, department chairs, etc… which could not be performed during the non-school hours. It is not intended to merely visit a campus to look at it. Signed documentation from the college official with whom the student met must be returned to the attendance secretary within three (3) school days of the visit or the missed days will be marked as unexcused. This documentation may be delivered by hand or faxed to (636) 586-1059.

A+ Program Eligibility Requirements

A student who qualifies according to the following criteria and continues an education at a Missouri public community college or vocational - technical school and many Missouri public and private universities may be eligible for state reimbursed tuition, subject to legislative appropriation. To be eligible for the A+ Scholarship, each student must:

- Be a U.S. citizen or permanent resident
- Sign an A+ Program Agreement prior to graduation (preferable before their senior year in order to get 50 hours of mentoring or tutoring completed).
- Attend a designated A+ school for a minimum of three years.
- Graduate from high school with a cumulative grade point average of 2.5 or greater on a 4.0 scale.
- Maintain at least a 95% attendance record for all four years of high school.
- Score proficient or advanced on the Algebra I End-of-Course Exam.
- Perform 50 hours of unpaid tutoring or mentoring for other students.
- Maintain a record of good citizenship and avoidance of the unlawful use of drugs.

The student financial incentive may be available for a period of four years after high school graduation. To maintain eligibility during that time, each participating student must enroll and attend a Missouri public community college or vocational school on a full-time basis and maintain a cumulative GPA of 2.5 or higher. The program is currently funding 105% of credit hours required for a student to receive their degree and/or certificate. Funding is always subject to change pending legislative approval.

Requirement 1: Be a U.S. citizen or permanent resident

Requirement 2: Enter into a written agreement with the high school to participate in the A+ Schools Student Financial Incentive Program.
A Student may enter into the agreement at any time before graduation. Due to the requirement to accumulate 50 tutoring/mentoring hours, it is recommended that the agreement be signed as early as possible. Transfer-in students should enter into the agreement at enrollment. A+ agreement forms will be mailed home to students and are always available in the Counseling Center.

Requirement 3: Attend a designated A+ School for a minimum of 3 years.
A student must attend an A+ designated high school for 3 years. Transfer students from other schools must meet the DeSoto School District requirements and should enter into the agreement at enrollment or no later than the end of their first quarter with the district upon transfer.

Requirement 4: Graduate from high school with a cumulative grade point average (GPA) of 2.5 or higher on a 4.0 scale.
This average will represent the applicant's cumulative GPA, which includes the freshman through senior years. A student with a 2.49 or lower GPa will not be eligible.

Requirement 5: Must score proficient or advanced on the Algebra I End-of-Course Exam.
All students are required to take the Algebra I EOC. A+ students must score advanced or proficient on the Algebra I EOC. Students may take the Algebra I EOC more than once if they do not score the required score the first time. See the A+ coordinator for alternative ways to meet this requirement.

Requirement 6: Have at least 95 percent attendance record.
The applicant must have a 95 percent or better average attendance record for the four-year period, freshman through senior years. A student with a 94.9 percent or lower average will not be eligible. Students are expected to attend class regularly and be on time for classes. Students with specific health histories must make sure that the medical documentation of chronic or long-term health-related problems are documented with the Attendance Office.

Attendance can be documented with the following:

Reason for Missing	Documentation
Doctor's/Dentist's Visit	Doctor's Letter
Hospitalization	Doctor's Letter
Chronic Health Problems	Doctor's Letter
Court Dates	Court Letter
Funeral	Funeral Notice/Letter

Personal Emergency: Flood, Fire, Etc...	Principal's Letter
Catastrophic Illness, Long Hospitalization, or Serious Illness	Doctor's Letter

Requirement 6: Perform and document 50 hours of unpaid tutoring or mentoring.

The following guidelines should be followed in the completion of this requirement:

1. Tutoring and mentoring activities will be school-based, academic in nature, and supervised at school.
2. Students must be trained by the A+ Coordinator in a group setting before beginning any tutoring/mentoring. There are 2 trainings scheduled per year (one in December and one in May and are before and after school. Announcements are made over the intercom regarding these training meetings)
3. The tutoring and mentoring activities may occur before, during, after the school day, or during summer school.
4. All tutoring and mentoring must be supervised and verified by a teacher, principal, counselor, school personnel or the A+ Coordinator.
5. The A+ Coordinator will maintain records of tutoring/mentoring hours that each applicant accumulates. Only activities that have been verified with a timesheet signature by the tutoring supervisor will be counted toward the 50-hour requirements.
6. All tutoring/mentoring log sheets must be turned in to the Counselor's Office.
7. All tutoring/mentoring hours must be completed by April 1st of the student's senior year.

Requirement 8: Maintain a record of good citizenship and avoidance of the unlawful use of drugs and alcohol.

The De Soto A+ Advisory committee believes that creditable school citizens are those citizens whose conduct, both in and out of school, will reflect positively upon themselves and school. Good citizenship includes respect for staff, peers and self, accepting responsibility, and honesty. Students who are designated A+ students should demonstrate distinctive qualities and be role models for other students. Their character and ethics should be of the highest standards.

The following four offenses will result in immediate removal from the A+ School Program:

- **Drugs/Alcohol/Substance Abuse**
    - Violation of the De Soto School District Drug/Alcohol/Substance Abuse policy outlined in the Board policy during the contract time.
    - Formally charged with unlawful possession and/or selling drugs, paraphernalia, or alcohol
- **Violation of Local, State, or Federal Criminal Laws**
    - Conviction/guilty plea to a felony
    - Criminal activity which is formally reported to the schools by a juvenile or police officer as defined by the Safe Schools Act. Convictions include:
        - First and second degree murder
        - Kidnapping
        - First and second degree assault
        - Forcible rape or sodomy

    - First degree burglary
    - Robbery
    - Distribution of drugs
    - First degree arson
    - Voluntary manslaughter
    - Involuntary manslaughter
    - Felonious restraint
    - Property damage, first degree
    - Possession of a weapon
    - Distribution of drugs to a minor
- **Acquiring 5 or more days of Out-of-School suspension for any reason. Cumulative or not.**
- **Acquiring 10 or more days of In-School suspension or 10 days of Saturday school for any reason.**

Students may also be placed on a probationary status for the following offenses:

1. Fighting, Truancy, or Harassment

If a student is placed on probation, he/she will remain on probation for the remainder of his/her schooling at De Soto High School. The A+ committee will determine if the student must complete community service to maintain his/her probationary status. If the student receives another discipline referral, the A+ Committee will meet to make a determination as to whether or not the student will remain on probation or be dismissed from the A+ program.

*The administration reserves the right to administer consequences including probation as well as dismissal from the A+ program for actions not specifically covered in this manual.

What happens if a student does not meet all of the requirements?

Below is another explanation of what will happen if a student does not meet the requirements:

1. Failure to enroll in the A+ program prior to graduation = No A+ scholarship
2. Failure to attend a designated A+ School for a minimum of 3 years = No A+ scholarship unless one parent is active duty in the military.
3. Failure to graduate with a cumulative GPA of 2.5 or higher = No A+ scholarship
4. Failure to maintain a 95% attendance rate = No A+ scholarship
5. Failure to score Advanced or Proficient of the Algebra I EOC = No A+ scholarship
6. Failure to perform 50 hours of tutoring or mentoring = No A+ scholarship
7. Failure to maintain good citizenship/have good school discipline = Probation that may or may not include community service or dismissal depending on the severity of the offense.
8. Failure to register with the selective service (males age 18 only) = No A+ scholarship
9. Failure to fill out the FAFSA form = No A+ scholarship

Appeals

All students have the right to file an appeal if they feel they have not been deemed eligible for the A+ Scholarship in an unfair manner. If a student or parent/guardian would like to file an appeal, the student needs to obtain an appeal form from the guidance office and return it within 10 days of dismissal. The A+ Committee

will then have a period of 14 days to review the appeal and determine whether or not the appeal will be granted. For further questions, contact the A+ Coordinator at (636) 586-1060.

Student Activities

Academic Team
The academic team is a competitive group that participates in quiz-bowl style meets. Tryouts for this team are in September, and meetings go from October through May. The team practices twice a week, simulating the quiz bowl atmosphere and doing research to be able to answer questions.

Archery & Bass Fishing
The archery and bass fishing club offers students an opportunity to practice and compete against other high school students across the state of Missouri. Archery club members participate in practices before and after school and compete in local meets around Jefferson County. If an archer shoots a qualifying score, they may be able to compete at the state level. Bass fishing club members compete in tournaments all over the state of Missouri.

Art Club
Art club is an extracurricular club that meets once a month on the third Thursday after school in the LRC. A point system for participation throughout the year is used to determine who receives letters/pins. The yearly dues are $5.00, which helps to pay for all activities. Requirements for participation include having passed at least one year of art in high school or attending an art class presently. Being an excellent art student is not a requirement, but most club activities are art related. Activities include Homecoming parade, annual fundraiser, museum trip, school Christmas tree, food baskets, carnation sales, a trip to Chicago, Easter eggs, and school art show.

Class Officers
Each class will elect officers (president, vice-president, secretary, and treasurer) at the beginning of the fall semester. Officer candidates must have a 2.0 GPA from the previous semester and must not have had any disciplinary suspensions during the previous school year. Students will submit a petition with 25 signatures from fellow classmates along with two recommendations from teachers. This group of students will also serve as the Student Advisory Committee.

French Club/Spanish Club
Students who are enrolled in a foreign language class or have made a C or better in a previously taken foreign language class in high school may join the foreign languages clubs. The clubs are designed to create fellowship between language learners and extend the learning and culture beyond the classroom. Some activities include field trips, food tasting, cultural celebrations and working at school and community events such as Safe Halloween.

Future Business Leaders of America
The Future Business Leaders of America is a National organization open to all business students who are currently enrolled in a business course and also for those students who have successfully completed a business

course. Professional development, civic activities, service to the community, and social fun are goals for FBLA. Students have the opportunity to compete at districts in all areas of business. Successful students advance to the state level and have an opportunity for national recognition. Election of officers is scheduled for the March meeting and meetings are held on the fourth Tuesday of each month. The purpose of FBLA is to provide an integral part of business instruction and develop vocational and career opportunities.

Family Consumer Career Leaders of America

FCCLA is open to all high school students who have previously taken a Family and Consumer Sciences class in high school or are presently enrolled in a FACS class. The aim of FCCLA is to improve personal, family, community, and job/career life. FCCLA meets the fourth Thursday of each month. The organization is involved in school activities such as Homecoming, Safe Halloween, and other functions sponsored by Student Council. The group members act as volunteers at the local food pantry. The opportunity is provided for students to participate on regional, state, and national level.

National Honor Society

The National Honor Society requires that students be evaluated on the following four qualifications: Scholarship, Leadership, Service, and Character. The De Soto High School Honor Society organization requires an accumulative grade point average of 3.35 and no grades below a C for its members. Members are selected and initiated by invitation only, based on all of the above qualifications. Faculty members are consulted in the selection process. The purpose of this organization is to create an enthusiasm for superior scholarship; to develop loyal pupil citizenship; to stimulate desire to faithfully serve one's school, community, and country to promote trustworthy leadership; and to instill exemplary qualities of character in the students of the eleventh and twelfth grades of De Soto High School.

Math Club

Math club is for all students who have an interest in math and are enrolled in a math course. Students are required to maintain at least a C average in their math course. This organization has been involved in Safe Halloween, adopting a family at Christmas, competing in math contest in the spring, and pursuing math topics. Elections for officers are held in the spring. The club meets every third Wednesday of the month.

Robotics

Combining the excitement of sport with the rigors of science and technology. We call *FIRST* (For Inspiration and Respect of Science and Technology) Robotics Competition the ultimate "Sport for the Mind™." High-school student participants call it "the hardest fun you'll ever have™." Under strict rules, limited resources, and an intense six-week time limit, teams of 25+ students are challenged to raise funds, design a team "brand," hone teamwork skills, and build and program industrial-size robots to play a difficult field game against like-minded competitors. It's as close to real-world engineering as a student can get. Volunteer professional mentors lend their time and talents to guide each team. Each season ends with an exciting *FIRST* Championship. In addition to learning valuable STEM and life skills, participants are eligible to apply for $80+ million in college scholarships

Science Club
Science club is open to any student who is currently enrolled or has completed one year of high school science. Members may participate in the Science Fair, Science Olympiad, a fall Stream Team activity and cookout, a spring educational/fun trip, and a variety of monthly activities.

Student Council
The Student Council provides for student activities and serves for attaining experience for both leaders and followers. The Council promotes the common good, gives students a share in the management of the school, develops high ideals for personal conduct, acts as a clearinghouse for student activities, seeks interested students in school affairs, and helps solve problems that may arise. Members of the Council are the representatives of the student body and have direct access to school administration. Elections are held in the spring for the following year.

Student 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. Normal discipline policy is in effect at all dances. In order to attend all dances, students must be in attendance the entire school day prior to the dance. Students who are absent the day before the dance must receive principal approval in order to attend the dance. Requests for approval for underclassmen (9,10), underage, or out-of-school dates must be made to the athletic office no later than the date published through daily announcements. All students must be picked up from events no more than 20 minutes after the event has ended. Failure to do so will result in a loss of privilege to attend the next event.

Persons who cannot be considered guests are:

1. **High School dropouts or withdrawals whose class has not yet graduated.**
2. **Persons with questionable character, not in good standing with their high school.**
3. **Persons 21 years of age or older.**
4. **Persons who are younger than high school age, including K-8 students.**

In addition, homeschooled students will need a signature of the High School Administrator of the last school attended along with a letter of reference. As an incentive for good behavior, students will not be allowed to attend the next dance if they accumulate more than 3 days of out-of-school suspension, placed in management school or enrolled in the Missouri Options Program between dances. **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 dance during the current school year.** 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.

Students eligible to be selected for the dance court/king and queen will follow the same board policy set by the Missouri State High School Activities Association (MSHSAA) pertaining to transgender students. To view the

MSHSAA board policy for transgender students participation please click on the following link and refer to the section titled “Board of Directors Policies”. MSHSAAHandbook.

T.R.E.N.D.

T.R.E.N.D. is a club for all students willing to lead and promote drug free lifestyles. T.R.E.N.D. has been involved with Red Ribbon Week activities, Safe Halloween, food drives, anti-tobacco campaigns, maintaining bulletin boards, and other activities. Members also participate in leadership training and social activities. They also host the DHS dance. Meetings are held the first Thursday of each month.

Athletics (per MSHSAA guidelines)

Girls: cross country, softball, volleyball, basketball, soccer, cheerleading, dance team, track, wrestling.
Boys: cross country, football, soccer, basketball, wrestling, golf, cheerleading, track, baseball.

Eligibility

1. Physical Examination: Students must have a physical examination in order to participate in the athletic program. Only one physical exam is required per year and must be administered on or after February of the previous year.
2. Citizenship: Students must be a credible school citizen whose conduct, both in school and out of school will not discredit upon yourself or the school.
3. Academics: Students must have earned, in the preceding semester of attendance, a minimum of 3.0 units of credit or have earned an 80% of the maximum allowable credits which may be earned, whichever is greater.
4. Participation Limits: Students are eligible in any sport for a maximum of 4 seasons. Eligibility to participate in high school athletics begins when you first enter the ninth grade and last for the first eight semesters that a student is enrolled in high school. A student’s eight semesters must immediately follow the seventh semester.
5. If a student reaches 19 years of age prior to July 1, he or she will be ineligible for the next school year. If a student reaches 19 on or after July 1, he or she will be eligible for all of the next school year, provided the student’s attendance has been good during consecutive semesters.
6. Sportsmanship: If a student commits an unsportsmanlike act while participating in a high school event, he or she could become ineligible. If the student’s conduct as a spectator is found to be unsportsmanlike, he or she could be barred from attending any high school athletic contests. The unsportsmanlike conduct of any spectator, regardless of age, could cause that spectator to be barred from attending high school athletic contests.

Attendance

An absence for any reason will be counted as an absence. No distinction will be made to determine if the absence was excused or unexcused. Parents are expected to make the office aware of why students are missing school as soon as possible, as this would be considered pertinent information if needed during the appeals process. If contact is not made within three school days, a student will be deemed truant. Students and parents should be aware that any absence deemed as truancy will count toward the total absences. Students will be

allowed a maximum of six absences from school (or from individual class) during a semester. The student is responsible for making up missed work according to district policy.

Definition of Terms
Truancy – a pupil's absence from school without his/her parents' knowledge or consent
Tardy – arriving late for school or class, regardless of minutes missed.
Early Sign-Out – leaving school prior to the end of the school day, regardless of minutes missed.
Absent – not present. If a student is absent 10% or more of the days enrolled, they are considered chronically absent. A day's absence is defined as more than half of the student's day
Unexcused absence - absences not due to an extraordinary circumstance, such as but not limited to vacation, truancy, out-of-school suspension, and absences not verified in accordance with the procedures listed in regulation 2310.

Attendance Requirements for Dances & Extra Curricular Events
Dances and attendance at extracurricular activities are opportunities offered throughout the year for students to socialize outside of the normal school day. Attendance at extracurricular activities/dances is a privilege and is offered as an incentive for good behavior. All school expectations are in effect at all dances and extracurricular events. Any student who is not in attendance the entire day of the event, or is below 90% attendance for the school year, will not be allowed to attend without principal approval. In addition, any student on homebound instruction is not allowed to participate in extracurricular activities or attend dances without special consent from the administration.

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

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 170 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 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.

Excessive Tardiness or Leaving Early

a. Six (6) tardies in a semester, regardless of minutes missed, will result in a one (1) day absence.
b. Six (6) times leaving school early in a semester, regardless of minutes missed, will result in a one (1) day absence.

Truancy Court

I. What is Truancy Court?
   A. Definition: Truancy Court consists of mandatory meetings/hearings for families and school to reconcile issues of excessive absenteeism from school.
   B. Missouri Law Regarding Compulsory Attendance
      1. Section 167.031 of the Missouri Revised Statutes says that every parent, guardian, or other responsible persons in this state who have charge, custody, or control of a child between the ages 7 and 17 years are responsible for enrolling the child in a school/program of academic instruction and ensuring the child attends regularly. If the child does not attend regularly, the parent, guardian, or other responsible persons will be in violation of the provisions of section 167.031 of the Missouri Revised Statutes. A parent, guardian, or responsible person who violates the provisions of this section is guilty of a class C misdemeanor.
   C. District Policy 2220, Attendance Policy 2310, Regulation 2310
   D. Identifying Students:

1. The building attendance secretary will notify the administrative team of students that fall below 92% attendance and the administrative team will determine whether a student should be placed on Truancy Court.
2. Families will be notified by phone/letter when a student is placed on Truancy Court. Notification will include when they are expected to appear for a meeting.

E. Goals:
1. To ensure that children between the ages of 7 and 17 are in school as mandated by MO law (Section 167.031).
2. Develop an Attendance Improvement Plan
    a. Connect families to a number of services or programs that may provide assistance to combat truancy, educational neglect or other obstacles that may stand in the way of a child's educational success.
    b. Communicate incentives for improved attendance
    c. Communicate deterrents/consequences for not attending school

F. Structure:
1. Hearing Officer will preside over the meeting to communicate the facts of the individual case and determine the outcome of the meeting
2. SRO will assist in facilitation of the meeting
3. Attendance Secretary will be present to document the meeting/outcomes
4. Hearings will occur twice monthly
5. Each hearing will be roughly 10-20 minutes in length
6. Parent and student will both be required to attend

(Failure to attend will result in forfeiture of opportunity for Attendance Appeals Hearing at the end of the semester as outlined in district policy.)

II. Truancy Court Hearing Script

A. Call into order
1. Explanation of Hearing
    a. We are here to determine reason(s) for excessive absenteeism and to find resolutions to ensure student attendance and success.
    b. Video

B. Facts/Findings
1. Attendance Secretary will share a copy of the students attendance report (as well as previous years' attendance reports), grades, and a list of prior contacts to address attendance concerns.

C. Outcome
1. The Hearing Officer will share the outcome of the hearing.
    a. Family is willing to cooperate
        1. Attendance Improvement Plan Provided
    b. Family is unwilling to cooperate
        1. Family will be reported to the Department of Family Services

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

Suspension Impact on Attendance Policy:

In accordance with SB68, days missed due to out-of-school suspension (OSS) are no longer counted as absences for state Average Daily Attendance (ADA) reporting purposes. However, for local purposes—including retention considerations and referrals for truancy intervention or truancy court—suspensions will still be counted toward a student's total days missed. A suspension will not, on its own, result in a student exceeding the six (6) day absence threshold. If the days missed due to suspension, combined with previously accrued absences, do not exceed eleven (11) total days, the student will be held at six (6) absences. Any subsequent non-suspension absences beyond this point would be considered the seventh (7th) absence or more and may result in credit being withheld, retention discussions, or truancy referral.

Suspension Criteria

- Students must obtain work from peers or from the teacher before or after school at the teacher's convenience. Students may email teachers requesting work for the duration of the suspension.
- Teachers are not to be interrupted while teaching to get assignments for suspended students.
- Work must be completed and turned in on the first day the student returns to school. Tests may be made up during Saturday school, ASD, TASK, before school, and/or after school.
- Teachers are not expected to tutor a student to remediate them for lost time during a designated class time; however, a student may come to a designated tutoring session for assistance after any absence.

A suspension will count toward a student's total days missed; however, a single act of suspension will not take the student over the six day limit, so long as the days of suspension added to the days already missed do not exceed eleven per semester. The student will be held at six absences. Any further absences, after the days of suspension, would total seven or more, and may be cause for credit to be withheld.

Truancy is a student's absence from school with the knowledge of the parent or guardian and without the consent of the parent or guardian. Each day or part of a day constitutes one truancy. School personnel will notify the parents or guardians of the student's absence, arrange a conference if necessary, and offer assistance in solving the attendance problem. School counselors, child welfare departments, the juvenile courts, and other community resources may be used. Such assistance should be offered before the student has been absent without excuse for six days in a semester. In cases where the parent(s) or guardian is unwilling or unable to cooperate, a referral will be made to the Division of Family Services or to the Juvenile Court for educational neglect.

Tardiness is the act of arriving late or delayed beyond the expected or proper time for school or class. The student will be charged with an hour's absence for any tardy in excess of 10 minutes. A student who arrives tardy to school with no parental explanation for the tardiness may result in the student being charged with truancy. A student who comes to class late without proper authorization is to be assessed a tardy and will be placed on the assistant principal's tardy report for that day. Students will be allowed one time per quarter to be late to school with proper notification by the parent. Students who are late to school will be assigned Lunch Detention on that school day.

Make-up Work

Students absent for any reason the day of a test or an assignment is due are expected to make-up work upon returning to school. Assignments are due upon the date of return. Students are allowed one day to make up missed work for each day absent from school. Students who are deemed truant will not be afforded this opportunity. The responsibility for securing and completing missed assignments lies with the student.

Snow Day- Traditional/Alternative Methods of Instruction (AMI) Day

Traditional

On a traditional snow day students are not required to complete school work or attend any google meets with teachers.

AMI

On an AMI Day students are required to check their google classroom and complete assignments posted by the teachers, participate in google meets (if required by teachers), etc. Failure to complete assignments posted and assigned by teachers will result in an absence for the student on that particular AMI Day. Students who do not have access to the internet in their homes will need to communicate with their teachers in order to make alternative arrangements for AMI assignments, which could include any of the following: paper copies, downloaded material that can be completed offline, or access to a hotspot (if available).

Library Resource Center

Students must have a pass from their teachers if they come to the library during the school day. If they do not have a pass, they will be instructed to return to class. Students do not need a pass if they come to the library before or after school.

The library has extended hours on Tuesdays and Thursdays for tutoring (6:30am - 4pm). Students in the library before 7:18am or after 3pm must be working on school work with at least one member of our teaching staff present.

Students must be enrolled at De Soto High School and have a student profile in order to check out materials. Books may be checked out for three weeks. Fines for unreturned, lost, stolen, or damaged books will occur at the end of each school year and will appear on the Infinite Campus Parent Portal. Checkout privileges may be suspended if excessive fines or overdues occur.

General Expectations

Field Trips

Students are encouraged to attend field trips with their classes or organizations. Such trips provided by the school are a privilege; however, denial of attendance on such trips may be made by classroom teachers if a student is failing a class or school attendance drops below 90%. While on a field trip, students are subject to all school rules and MSHSAA guidelines.

Hall Passes

Students must have a hall pass when outside of class other than the five (5) minutes allowed for passing between classes. Students may not be out of class without a hall pass from their teacher. Senior high students are not to be on the junior high campus (grounds or buildings) without permission or a pass. Students who are in the hall without a hall pass will be sent back to class.

Leaving School Grounds

Students may not leave school grounds unless they come to the office and sign out with a call from a parent or guardian. Students who do not follow this procedure will be considered truant and disciplinary action will be taken.

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; therefore, the locker 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. 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.

Lost and Found
There is a 'lost and found' center located outside of the main office. Items not claimed within a month will be given away to charitable agencies. To guard against loss, do not bring items of value to school, label all possessions, and keep lockers locked. Students, not the school, are responsible for personal property.

Parking
Students will be required to purchase a parking permit tag for $40 and will be required to park in their assigned spots which will be numbered to match their parking tag. If students do not park in their assigned spots or display reckless driving they will be subject to discipline which could result in parking privileges being revoked. Students who park their automobiles on the school parking lots without a parking permit will be subject to discipline.

Students are not to be in the parking lots during school hours without permission from the office (see leaving school grounds). Any vehicle parked on the school property is open to search in order to protect students, staff, and visitors while maintaining order and discipline. As soon as students park their vehicles, regardless of where it is parked, they are to leave the automobile and come to the building.

Students Owing Monies or Fees
Any monies owed by the student must be paid for before report cards are issued at the end of the school year, enrollment is permitted the following year, or transcripts forwarded to receiving schools.

Substitute Teachers
Substitute teachers are an important part of our school system. They are part of the high school staff when they are employed on a daily basis. Students' conduct in their presence should be as good or better than their conduct when the regular teacher is present. They are to be given the utmost respect and cooperation.

Telephones
The office telephone is a business phone and should be used by pupils for emergencies only. Messages and deliveries from home should be left in the office. Students will be called out of class only in an emergency.

Textbook and Equipment
Students are responsible for the care of textbooks and all school equipment. A fine will be charged for lost or misused books or damaged Chromebooks (see Chromebook policy).

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 student 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 requires that all students and parents must adhere to, but are not limited to the following guidelines:

- 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.
- No see-through clothing shall be worn. Undergarments must not show. No sagging pants. No holes in pants above fingertip length, with arms being fully extended at the side. Shorts and skirts should be fingertip length, with arms being fully extended at the side.
- No hats, hoods, caps, bandanas, or other headgear, including sunglasses, are permitted.
- 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.
- No student on or about school property or at school functions shall wear, possess, use, distribute, display, or sell clothing, jewelry, large chains, emblems, bandanas, symbols, signs, or other things which are evidence of membership or affiliation in any gang or cult.
- Body piercing that becomes a safety issue is prohibited.
- No spiked or studded jewelry or large wallet chains. Any jewelry that makes distracting noises, expresses violence, suggests obscenity, or presents possible hazard to the wearer or other students shall be prohibited.
- Students are not permitted to carry blankets with them to class.

Student Searches

The school district has the right to conduct reasonable searches of students (e.g., purse, wallet, backpack, pockets, etc…) lockers, school property, and student automobiles in order to protect students, staff and visitors, and in order to maintain order and discipline in the schools. These searches are authorized whenever a reasonable belief exists that the student to be searched possesses illegal, unauthorized, or inappropriate material, which would interfere with the maintenance of school discipline or order.

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.

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. Principals 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 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 the student, which results in his or her improved learning and the learning of others to ensure a safe environment.

Lunch Detention

The detention program is De Soto High School's attempt to provide appropriate consequences for school misbehavior. Lunch detention will be held during a student's lunch shift on Monday-Friday. Students may bring a school text, library book, or their Chromebook to complete homework.

In-School Suspension - D.A.A.T.S.

(De Soto's Alternative Approach to Suspension) is in-school suspension for students who have discipline problems while meeting their educational needs. This program allows students to stay in school while they realize the consequences for their misconduct and demonstrates to them that they can follow the rules. Students with Individualized Education Programs (IEPs) will continue to receive all required services and accommodations while serving an in-school suspension.

Saturday School Detention (S.S.D.)

This program is designed to discipline students for misconduct while making them responsible for their school work. Parents may change a scheduled date one time with approval from an administrator prior to the date of

the assigned detention one time per semester. Students will not be allowed to reschedule their assigned days. S.S.D. will be held from 8:00 AM - 11:00 AM.

Suspension
Students who are suspended out of school are not to be on school property or in attendance at any school activities. Students who have missed a Friday due to suspension may not attend school activities until at least the following Monday. Failure to comply may result in the assignment of additional suspension.

Expulsion - the removal of a student from school by action of the Board of Education. This action means permanent removal from school. Action and results will be recorded in the student's permanent file.

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. A student under out-of-school suspension (OSS) is responsible for requesting work missed during a suspension. Teachers are not to be interrupted while teaching to get assignments for suspended students. Teachers will provide work within one school day. Any tests missed must be scheduled with the teacher. Work must be completed and turned in on the first day the student returns to school, any work not completed within this time frame will result in a zero in the gradebook. Tests may be made up during Saturday school, after school detention, TASK, before school, and/or after school.

Cell Phone/Electronics ELECTRONIC PERSONAL COMMUNICATIONS DEVICES (Section 162.207)
Beginning in the 2025-26 school year, each school district and charter school shall adopt a written policy regarding students' possession or use of electronic personal communication devices. Such a policy shall be designed to promote students' educational interests and ensure a safe, effective working environment for staff and volunteers. The act defines an "electronic personal communications device" as a portable device that is used to initiate, receive, store, or view communication, information, images, or data electronically.
At a minimum, the policy shall prohibit students from using or displaying these devices from the beginning until the end of the school day, including, but not limited to, during instructional time, meal times, breaks, time between classes, and study halls. The policy shall also outline disciplinary procedures for violations and include exceptions for students who need devices due to specific educational or health needs, such as individualized education plans or 504 plans under federal law. Exceptions may allow device use in emergencies, as defined in the act, or for authorized educational purposes. The policy shall be published on the school district's or charter school's website, and school employees or volunteers shall be immune from liability if they act in good faith and follow the policy's disciplinary procedures.

Electronic Personal Communication Devices Policy(Effective Beginning 2025-2026 School Year)
To support a safe and focused learning environment, our district has adopted the following policy regarding student use of electronic personal communication devices per state law Section 162.207.
An electronic personal communication device includes any portable device used to send, receive, store, or view communication, information, images, or data electronically. Examples include (but are not limited to) cell phones, smartwatches, tablets, iPads, and similar devices.
Students may not use, display, or have active electronic personal communication devices from the start of the school day (7:00 am) until the end of the school day (2:35 pm). This includes, but is not limited to:

- Instructional Time

- Passing Periods
- Meal Times (ex. breakfast and lunch)
- Breaks and study halls

Devices must be turned off and stored out of sight during the entire school day unless otherwise authorized. Device use may be permitted under the following conditions

- Individualized Education Program (IEP)
- a Section 504 Plan
- or other approved health-related plans

Student Misconduct and Consequences

The district has the authority to control student conduct that 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 that 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.

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.

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 that materially and adversely impact the education of district students will be subject to discipline up to and including expulsion. (De Soto Policy 2600). The school is not responsible for any electronic device (ex., cell phone, MP3 players, etc) that is lost, stolen, or damaged on school grounds.

Discipline
Misconduct and Disciplinary Consequences

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

Copies of this regulation or the student handbook which includes the code of student conduct and disciplinary consequences, as well as the District's corporal punishment policy, if any, will be provided to each student at the beginning of each school year. Copies of these documents will also be available for public inspection during normal business hours in the Superintendent's office.

Behavior/Offense	First Offense	Second Offense	Third Offense
Alcohol **(*cumulative behavior)** - Possession of or presence under the influence of alcohol, regardless of whether the student is on school premises	K-12: 10 days of out-of-school suspension with recommendation to the superintendent for 20 additional days of suspension. Notification to law enforcement.	K-12: 10 days out of school suspension with recommendation to the superintendent for 170 days of additional suspension. Notification to law enforcement.	K-12: 10 days out of school suspension with recommendation to the superintendent for 170 days of additional suspension. Notification to law enforcement.
Aggressive Behavior– An unprovoked physical action toward another, creating an unsafe environment.			
Toward staff-	K-12: Up to 5 days out of school suspension	K-5: 5-10 days out of school suspension 6-12: 10 days Out of School Suspension with referral to superintendent	K-12: 10 days out of school suspension with referral to the superintendent
Toward students-	K-5: Up to 3 days D.A.A.T.S 6-12: 3-5 days D.A.A.T.S	K-5: 3-5 days D.A.A.T.S 6-12: 3-5 days Out of School Suspension	K-5: Up to 3 days out of school suspension 6-12: 5-10 days Out of School Suspension
AI Violations Using AI in a way that violates any district policy or applicable law (See policy 2610)	K-12: Up to 10 days of out-of-school suspension with recommendation to superintendent for further action.	K-12: Up to 10 days of out-of-school suspension with recommendation to superintendent for further action.	K-12: Up to 10 days of out-of-school suspension with recommendation to superintendent for further action.
Arson (*cumulative behavior) – Intentionally causing or attempting to cause a fire or explosion.	K-12: 10 days out of school suspension with recommendation to the superintendent for 170 days of additional suspension. Notification to law enforcement.	K-12: 10 days out of school suspension with recommendation to the superintendent for 170 days of additional suspension. Notification to law enforcement.	K-12: 10 days out of school suspension with recommendation to the superintendent for 170 days of additional suspension. Notification to law enforcement.
Assault (* cumulative behavior) - (Refer to Policy and Regulation 2673 - Reporting of Violent Behavior)	K-12: 5-10 days out of school suspension. Notification to law enforcement.	K-12: 10 days out of school suspension. Notification to law enforcement	K-12: 10 days of out-of-school suspension with recommendation to the superintendent for an additional 20 days. Notification to law enforcement.

Assault of a Fellow Student (*cumulative behavior) - Use of physical force with the intent to do bodily harm	K-12: 5-10 days out of school suspension. Notification to law enforcement.	K-12: 10 days out of school suspension. Notification to law enforcement	K-12: 10 days of out-of-school suspension with recommendation to the superintendent for an additional 20 days. Notification to law enforcement.
Assault of Staff Member (*cumulative behavior) - - Use of physical force with the intent to do bodily harm	K-12: 10 days out of school suspension with referral to superintendent Notification to law enforcement.	K-12: 10 days out of school suspension with recommendation to the superintendent for 20 additional days of suspension. Notification to law enforcement.	K-12: 10 days out of school suspension with recommendation to the superintendent for 170 additional days of suspension. Notification to law enforcement.
Bullying (*cumulative behavior) – Persistent, pervasive, or repetitive intentional intimidation or infliction of physical, emotional, or mental harm (see Policy 2655.)	K-12: 10 days out of school suspension w/referral for additional 20 days	K-12: 10 days out of school suspension with recommendation for 170 days out of school suspension to expulsion	K-12: 10 days out of school suspension with recommendation for 170 days out of school suspension to expulsion
Bus Offenses - Conduct that has the effect of disturbing safe transportation of a student to or from a location	K-12: Warning up to 3 days of loss of bus privileges	K-12: Up to 5 days of loss of bus privilege	K-12: Up to 10 days of loss bus privilege with possibility of loss for the year.
Cell Phone Use – Cell phones and other electronic devices may not be visible or in use during the school day. HS/MS: 7:00-2:35 Intermediate: 8:00-3:15 Primary: 8:20-3:40 *** An Electronic Personal Communications Device is defined as a portable device that is used to initiate, receive, store, or view communication, information, images, or data electronically. Examples include (but are not limited to) cell phones, smartwatches, tablets, iPads, and similar devices.	K-5: Behavior Referral; The device will be confiscated, and the parent may pick up the device after school. **If the parent is unable to pick up the device, then the device will be returned to the student at the end of the next school day. 6-12: The device will be confiscated, and the parent may pick up the device after school. **If the parent is unable to pick up the device, then the device will be returned to the student at the end of the next school day.	K-5: Behavior Referral; The device will be confiscated, and the parent may pick up the device after school. **If the parent is unable to pick up the device, then the device will be returned to the student at the end of the next school day. 6-12: 1 day of D.A.A.T.S. The device will be confiscated, and the parent may pick up the device after school. **If the parent is unable to pick up the device, then the device will be returned to the student at the end of the next school day.	K-5: Behavior Referral; 1 day of D.A.A.T.S The device will be confiscated, and the parent may pick up the device after school. **If the parent is unable to pick up the device, then the device will be returned to the student at the end of the next school day. 6-12: 3 days of D.A.A.T.S./ 2 Saturday School** The device will be confiscated, and the parent may pick up the device after school. **If the parent is unable to pick up the device, then the device will be returned to the student at the end of the next school day.
Cheating/Plagiarism/Forgery- To violate rules dishonestly in schoolwork.	K-5: Students will be given a “0” and the option to attend a detention to complete the work for credit 6-12: Students will be given a “0” until work is made up at the teacher's discretion, OR be assigned 1 day of D.A.A.T.S.	K-5: Students will be given a “0” and assigned 1 Saturday School 6-12: Student will receive a “0” on the assignment and will be assigned 3 days of D.A.A.T.S./ 2 Saturday School**	K-5: Students will be given a “0” and assigned 1 day of D.A.A.T.S. 6-12: Student will receive a “0” on the assignment and will be assigned 5 days of D.A.A.T.S./ 3 Saturday School**
Computer Misuse – To violate the rules outlined in the Student Technology Acceptable Use Agreement, including sharing login information/password, if damage occurs, full restitution will be made	K-5: Restricted computer access for up to 10 days 6-12: 1 day DAATS If damage occurs, full restitution will be made.	K-5: Restricted computer access for up to 10 days 6-12: 3 days of D.A.A.T.S./ 2 Saturday School If damage occurs, full restitution will be made	K-5: 1 day of D.A.A.T.S. 6-12: 5 days of D.A.A.T.S./ 3 Saturday Schools If damage occurs, full restitution will be made Further could result in loss of use privileges

Defamation/False Allegations/Reports – Allegations, reports, OR false statements against a student or employee that cause damage to an individual's reputation Toward a student: Toward staff:	 K-12: up to 3 days of D.A.A.T.S./2 Saturday School+ K-12: Up to 3 days out-of-school suspension	 K-12: 3-5 days of D.A.A.T.S./3 Saturday Schools K-12: 3-5 days Out of School Suspension	 K-12: 3 -5 days out of school suspension K-12: 5-10 days Out of School Suspension with a possible referral to the Superintendent for additional days
Defiance/Disrespect/ Insubordination of Authority - Refusal to obey directions or defiance of staff authority	K-12: Up to 3 days of D.A.A.T.S / 2 Saturday Schools	K-12: 3-5 days of D.A.A.T.S. /3 Saturday schools. **	K-12: 3-5 days of out-of-school suspension. **
Demonstration/Walkout - The act of the student(s) protesting, demonstrating, walking out that causes or could disrupt the normal operations of the school.	K-12: 10 days out of school suspension.	K-12: 10 days out of school suspension with recommendation to the superintendent for 20 additional days of suspension.	K-12: 10 days out of school suspension with recommendation to the superintendent for 170 additional days of suspension.
Disruptive Behavior - Conduct that has the effect of disturbing education or the safe transportation of a student	K-12: Up to 1 day of D.A.A.T.S.	K-12: 3 days of D.A.A.T.S./2 Saturday school**	K-12: 5 days of D.A.A.T.S. / 3 Saturday schools**
Dress Code – Dress that violates P2651, causing distraction, disruption, or a safety hazard	K-12: Students will receive a written warning; Parents will be contacted; Students will be required to change to appropriate clothing.	K-12: 1 day of Saturday School. Students will be required to change into appropriate clothing.	K-12: 3 days of D.A.A.T.S. / 2 Saturday schools** Students will be required to change into appropriate clothing.
Drugs/ Controlled Substance/ Drug Paraphernalia (*cumulative behavior) **Possession/Presence/Under the Influence -** 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./Including drug paraphernalia such as pipes, dugouts, one hitters, vapes, cartridges, chargers for vapes, etc.	K-12: 10 days of 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. Students may be subject to periodic school-administered drug tests.** In the event that the recommendations are not followed, the full suspension will be assessed. Notification to law enforcement. Safe Schools Report will be filed.	K-12: 10 days of 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.	K-12: 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/Distribution of a controlled substance or one represented to be a controlled substance while at school or any of the locations described above (* cumulative behavior)	K-12: 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.	K-12: 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.	K-12: 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.
Drug Solicitation (* cumulative behavior) Seeking out drugs	K-12: 10 days of out-of-school suspension with recommendation to the superintendent for 10 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. Students may be subject to periodic school-administered drug tests.** If the recommendations are not followed, the full suspension will be assessed. Notification to law enforcement. Safe Schools Report will be filed.	K-12: 10 days of out of school suspension with recommendation to the superintendent for 20 additional days of suspension. Notification to law enforcement.	K-12: 10 days of out-of-school suspension with recommendation to the superintendent for 30 additional days of suspension. Notification to law enforcement.
Drug Test Failure - (cumulative behavior) If a student fails a random drug test by the De Soto School District	K-12: 10 days of out-of-school suspension with recommendation to the superintendent for 10 additional days of suspension. Notification to law enforcement Safe Schools Report will be filed	K-12: 10 days of out of school suspension with recommendation to the superintendent for 20 additional days of suspension. Notification to law enforcement Safe Schools Report will be filed	K-12: 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
Drug Test Refusal	K-12: Refusal to participate is viewed as an admission of guilt and will follow the same disciplinary action as Drug/Controlled Substance	K-12: Refusal to participate is viewed as an admission of guilt and will follow the same disciplinary action as Drug/Controlled Substance	K-12: Refusal to participate is viewed as an admission of guilt and will follow the same disciplinary action as Drug/Controlled Substance

Prescription Medication - Must be brought in a properly labeled container to the school nurse with written dosage instructions from the parent or doctor to be administered by the nurse. <u>Possession</u> of a prescription medication without a valid prescription for such medication on school premises or a school bus. Prescriptions must be brought in a properly labeled container to the school nurse with written dosage instructions from the parent or doctor to be administered by the nurse.	K-12: 10 days of 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. **<u>3. Students may be subject to periodic school-administered drug tests.</u>** If the recommendations are not followed, the full suspension will be assessed. Notification to law enforcement. Safe Schools Report will be filed.	K-12: 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.	K-12: 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.
<u>Distribution</u> of prescription medication to any individual on school premises or a school bus.	K-12: 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.	K-12: 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.	K-12: 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.
Non-prescription Drugs - Must be brought in a properly labeled container to the school nurse, with a request from the parent to be administered	K-12: 3 days of D.A.A.T.S / 2 Saturday School**	K-12: 5 days of D.A.A.T.S. / 3 Saturday Schools**	K-12: 5 days out of school suspension
Extortion - Verbal threats or physical conduct designed to obtain money or other valuables or to engage in or commit an act that violates school policy or applicable laws.	K-12: 3 days out of school suspension.	K-12: 5-10 days out of school suspension.	K-12: 5-10 days of out-of-school suspension.
Failure to Follow No Contact Agreement - Any communication (verbal, written, or via social media) between students who have signed a No Contact Agreement.	K-12: 1 day of D.A.A.T.S. /Discretion of the Principal or Assistant Principal	K-12: Will be subject to Bullying and/or Harassment Policy/Discretion of the Principal or Assistant Principal Principal or Assistant Principal	K-12: Will be subject to the Bullying and/or Harassment Policy/Discretion of the Principal or Assistant Principal

Fighting/Inciting a fight - Physically striking another in a mutual contact, as differentiated from an assault. Inciting or provoking a fight with another student or inciting a fight between other students	K-12: 3 days out of school suspension.	K-12: 5 days out of school suspension.	K-12: 10 days out of school suspension.
Fire Extinguishers, Pulling Fire Alarms, Threats to School(*cumulative behavior) - Tampering with, removing, and/or setting off fire extinguishers or fire alarms and threats to school property.	K-12: Up to 10 days out of school suspension. Notification to law enforcement.	10 days of out of school suspension with recommendation to the superintendent for 170 additional days of suspension. Notification to law enforcement.	10 days of out of school suspension with recommendation to the superintendent for 170 additional days of suspension. Notification to law enforcement.
Fireworks, Chemical Disruption and (possession and/or use of) - Possession of fireworks, smoke bombs, stink bombs, etc. Possession includes one's person, gym bags, purse, locker, automobile, etc.	K-12: 3 days out of school suspension.	K-12: 5 days out of school suspension.	K-12: 10 days out of school suspension.
Harassment (* cumulative behavior) As stated under Policies 1300, 1301			
Directed toward a Fellow Student	K-12: 5 days of D.A.A.T.S./3 Saturday School	K-12: 5 days of out-of-school suspension	K-12: 10 days of out-of-school suspension with referral to superintendent for up to 180 days of out-of-school suspension or expulsion
Directed toward an Employee	K-12: 5 days out of school suspension	K-12: 10 days out of school suspension	K-12: 10 days out of school suspension with referral to Superintendent, up to 180 days out of school suspension or expulsion
<u>Sexual Harassment</u>: Unwelcome sexual advances, requests for Sexual favors, or other sexual/sexually-motivated conduct or communication that is severe, persistent, pervasive, intimidating, threatening or abusive.	K-12: Up to 5 days out of school suspension	K-12: 5-10 days out of school suspension	K-12: 10 days out of school suspension with referral to superintendent for up to 180 days out of school suspension or expulsion.
Improper Display of Affection - Consensual kissing, fondling, or embracing	K-12: Warning and notice filed	K-12: 1 day of D.A.A.T.S	K-12: 3 days of D.A.A.T.S

Improper Language **Threatening Language- Use** of verbal, physical, or written threats to do bodily harm to a person or personal property.			
Toward Staff:	K-12: 5 days out of school suspension	K-12: 10 days out of school suspension	K-12: 10 days out of school suspension with recommendation to the superintendent for further action.
Toward Students:	K-12: 3 days of D.A.A.T.S./ 2 Saturday School**	K-12: 5 days of D.A.A.T.S./ 3 Saturday School**	Repeated or more serious offenses will lead to further action
Use of Obscene or Vulgar Language- Language that depicts sexual acts, human waste, profanity, and blasphemous language			
General	K-12: 1 day of D.A.A.T.S	K-12: 3 day of D.A.A.T.S;	K-12: 5 days of D.A.A.T.S
Directed toward Staff: (*cumulative offense)	K-12: 5 days out of school suspension.	K-12: 5 - 10 days out of school suspension	K-12: 10 days out of school suspension with recommendation to the superintendent for further action.
Demeaning Language or Conduct - Conduct, verbal, written, or symbolic speech which materially and substantially disrupts class, school activities, transportation, or school functions	K-5: Up to 3 detentions 6-12: 1-day DAATS	K-5: 1 day of D.A.A.T.S. 6-12: 3 days of DAATS/2 Saturday Schools	K-12: 5 days of D.A.A.T.S / 2 Saturday Schools
Racial Slurs/Remarks Any remark that discriminates or disparages a person or group of people based on their race or ethnicity			
General	K-12: 3 days of D.A.A.T.S	K-12: 5 day of D.A.A.T.S;	K-12: Offense will be considered harassment and subject to those disciplinary consequences
Directed toward Staff:	K-12: 5 days out of school suspension.	K-12: 5 - 10 days out of school suspension.	K-12: 10 days out of school suspension with recommendation to the superintendent for further action.
Inappropriate Physical Contact/Horseplay Contact that is inappropriate for school, but does not intend harm.	K-12: Student sent to principal, parent contacted, loss of privilege	K-12: Student sent to principal, parent contacted, up to 3 detentions	K-12: Student sent to principal, parent contacted, Up to 3-5 days D.A.A.T.S

Inappropriate Sexual Conduct Inappropriate touching of oneself or another in the area of the breasts, buttocks, or genitals Use of sexually intimidating or motivating language, objects, pictures, or actions.	K-12: 5 days of D.A.A.T.S K-12: 5 days of D.A.A.T.S	K-12: 5 days out of school suspension; K-12: 5 days out of school suspension.	K-12: 10 days out of school suspension K-12: 10 days out of school suspension.
Indecent Exposure - Includes display of breasts, buttocks, and genitals in a public location. Exposing another student's areas by pulling another student's clothing down/off, or lifting another student's clothes, exposing private body parts/areas	K-5: Up to 10 days out of school suspension. Notification to law enforcement 6-12: Up to 10 days out of school suspension. Notification to law enforcement	K-5: Up to 10 days out of school suspension. Notification to law enforcement 6-12: 10 days out of school suspension with referral for additional days. Notification to law enforcement	K-12: 10 days out of school suspension with referral for additional days Notification to law enforcement
Parking in an Unauthorized Area Including, but not limited to: parking in the staff parking lot, parking in the student parking area without a parking pass	6-12 - Warning and parents notified	6-12 - This will be classified as defiance and follow the discipline as stated under that category	6-12 - This will be classified as defiance and follow the discipline as stated under that category Complete loss of Parking Privileges
Refusal to Cooperate with Search Refusal to cooperate with a search is viewed as an admission of guilt.	K-12: 3 days out of school suspension. This may also include notification of law enforcement or SRO	K-12: 5 days out of school suspension. This may also include notification of law enforcement or SRO	K-12: 10 days out of school suspension. This may also include notification of law enforcement or SRO
Tardiness - Late to class or school (tracked quarterly)	K-12: #1 - #3 will be documented by the teacher and the attendance clerk. A written warning will be given for the third tardy	K-12: #4 - #5: 3 lunch detentions	K-12: #6-more:1 Saturday school
Theft - Nonconsensual taking or attempt to take the property of another or possession of stolen property	K-12: 3 days of D.A.A.T.S.; make restitution.	K-12: 5 days out of school suspension; make restitution.	K-12: Repeated or more serious offenses will lead to further action.
Threats of Violence (De Soto Regulation 2674) - If the building principal determines that a threat of violence has occurred (Any threat of violence towards staff, students, or the school with the use of a weapon, weapon replica, explosive device, arson, etc.) (*cumulative offense)	K-12: 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.	K-12: 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.	K-12: 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.
Tobacco Products (Possession of/Use of) - Possession or use of tobacco products, nicotine alternatives (ex., Zyn), or paraphernalia	K-12: 3 days of D.A.A.T.S. / 2 Saturday schools**	K-12: 5 days of D.A.A.T.S. / 3 Saturday schools**	K-12: Repeated or more serious offenses will lead to further action.

Trifling/Lack of Effort (Breaking classroom rules) – Refusing to participate in classroom activities such as reading, taking notes, listening, and participating in class activities. Wasting time, consistently being unprepared for class, and/or the use of technology that causes distractions in class.	K-12: Teacher to contact the parent	K-12: 3 lunch detentions	K-12: 2 days of D.A.A.T.S. / 1 Saturday school**
Truancy - Absent or tardy from class or classes without authorization (See also Policy and Regulation 2340 - Truancy and Educational Neglect.)	K-12: 3 days of D.A.A.T.S. / 2 Saturday school**	K-12: 5 days of D.A.A.T.S. / 3 Saturday school**	K-12: 3 days of OSS
Unauthorized Areas - Being found in a non-student area of the building or an area without permission. This includes multiple students being found in a restroom stall. This may result in the search for student(s)/belongings.	K-12: Up to 1 day of D.A.A.T.S.	K-12: 2 days of D.A.A.T.S.	K-12: 3 days of D.A.A.T.S. / 2 Saturday school** Repeated or more serious offenses will lead to further action.
Unserved Detentions - Any student failing to attend and complete after-school detentions.	K-12: 1 day of Saturday School Detention	K-12: 2 days of Saturday School Detention	K-12: 1-3 days of D.A.A.T.S.
Unserved D.A.A.T.S. – Removal from D.A.A.T.S.	K-12: 1 day of out-of-school suspension and a makeup day of D.A.A.T.S.	K-12: 1 day of out-of-school suspension. Students will return to D.A.A.T.S. after suspension is served. Students may not return to regular classes until the assigned D.A.A.T.S. is served.	K-12: 1 day of out-of-school suspension for each day of D.A.A.T.S. assigned.
Unserved Saturday School – Failure to attend and complete Saturday School.	K-12: 2 days of D.A.A.T.S. assigned	K-12: 2 days of D.A.A.T.S. assigned	K-12: 2 days of D.A.A.T.S. assigned
Vandalism - Intentional damage or attempt to damage property belonging to the staff, students, or the District	K-12: Up to 3 days of D.A.A.T.S / 2 days of Saturday schools plus restitution	K-12: 5 days of D.A.A.T.S. / 3 Saturday schools, plus compensation.	K-12: Repeated or more serious offenses will lead to further action.
Vape/E-Cigarette- Possession/ use of a vape or E-Cigarette or vape paraphernalia	K-12: 5 days of D.A.A.T.S.	K-12: 3 days of OSS	K-12: 5 days OSS
Weapons/Firearms (Refer to Policy and Regulation 2620 - Firearms and Weapons in School) (* cumulative behavior) <u>Possession of a firearm or weapon</u>	K-12: Minimum of one-year suspension Notification to law enforcement. Possible recommendation to the Board of Education for expulsion.	K-12: Minimum of one-year suspension Notification to law enforcement. Possible recommendation to the Board of Education for expulsion.	K-12: Minimum of one-year suspension Notification to law enforcement. Possible recommendation to the Board of Education for expulsion.

Weapon-Replica (*cumulative) Any copy or model of a weapon, no matter the size	K-12: 10 days of out of school suspension with recommendation to superintendent	K-12: 10 days of out of school suspension with recommendation to superintendent for further action.	K-12: 10 days of out of school suspension with recommendation to superintendent for further action.
Weapon-Paraphernalia *(cumulative) Any equipment needed or used in conjunction with weapons, including, but not limited to: bullets, shell casings, gun magazines	K-12: 10 days of out of school suspension with recommendation to superintendent.	K-12: 10 days of out of school suspension with recommendation to superintendent for further action.	K-12: 10 days of out of school suspension with recommendation to superintendent for further action.

- Miscellaneous Offenses: In addition to offenses previously stated, disciplinary action may be taken for any other offenses deemed to constitute conduct which is prejudicial to good order and discipline in the schools or which tend to impair the moral good conduct of the students. Consequences will be at the discretion of building administration.
- Elementary detentions will be one hour in length either before/after school. Secondary detentions 7-12: All detentions will be two hours after school until 4:30 pm.
- Saturday school will run from 8:00 am to 11:00 am with one break.
- DAATS may be assigned no more than 20 days per school year; after that it will result in out of school suspension and possible alternative placement.
- Failure to complete DAATS assignment may result in removal from school.
- Building administration has discretion to deviate with respect to any disciplinary infraction.
- The superintendent has discretion to deviate with respect to any disciplinary infraction.

* Cumulative Behavior is throughout all years of school. All other areas are cumulative for that school year.
** DAATS and Saturday School may be interchanged only at the discretion of the administrator.

Transportation to and from school, and on events

- **Student Responsibilities While Riding the School Bus**

Riding the school bus is a privilege that carries important responsibilities. While drivers are responsible for maintaining order, their primary focus must remain on safely operating the bus. Students are expected to follow these guidelines at all times:

- Students are expected to follow the same rules of conduct as in the classroom.
- Students must arrive at their designated bus stop on time and be waiting outside. Buses will not wait for tardy students.
- Bus arrival times may vary due to traffic, weather, and other factors. Please allow a twenty (20) minute window—ten (10) minutes before and ten (10) minutes after the scheduled stop time. Buses will not return for students who miss their stop within this window. Families should have an alternate plan for transportation if a bus is missed.
- Students must remain seated immediately upon boarding and stay seated until they reach their destination.
- Students must sit in their assigned seat at all times.
- Students must keep all body parts and belongings inside the bus and may not hang out of windows or doors.
- Loud or disruptive behavior is not permitted, as it may distract the driver.
- Students must follow all instructions given by the driver and show respect at all times.

- Students must board and exit the bus only as directed by the driver.
- Students may only exit at their assigned stop unless prior approval has been granted. In emergencies, parents/guardians must contact the school or transportation department, and proper identification will be required for student release.
- Throwing objects on or from the bus is prohibited.
- Students may read or study quietly; however, the use of items that could cause injury (e.g., pencils, scissors) while the bus is in motion is not permitted.
- Students should never stand in the roadway while waiting for the bus.
- Any damage to the bus must be reported to the driver immediately.
- The possession or use of tobacco, alcohol, or other prohibited substances is strictly forbidden on the bus.

The Superintendent and Director of Transportation may establish additional rules and expectations as needed to ensure the safety and well-being of all students.

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:

- School counselor
- Director of Special Education
- Juvenile authorities
- Assistant principal
- 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, and/or 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 be 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 during 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 incidents, 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 contact.

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 the negative effects of bullying. 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.

If you have been the target of bullying or have witnessed the bullying of a district student, please reach out to the building principal to complete and submit a bullying complaint form. 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.

Technology/Internet Acceptable Use Policy

Overview

Access to technology is necessary for the District's educational programs. The Internet offers extensive, diverse, and unique resources to both students and teachers. We believe in the educational value of technology to support curriculum and student learning. Unless specifically requested by the student's parent or guardian, in writing, all students will have access to the District's technology and the Internet.

The De Soto School District takes exhaustive steps in providing a safe and secure network. Students will access the Internet through web filters and monitoring systems (www.sharpschool .com). The De Soto School District is in full compliance with the Children's Internet Protection Act (CIPA) which became law on December 21, 2000; however, the Internet also includes material that is not of educational value in the context of a school setting. There is information which may be judged inaccurate, abusive, profane, sexually oriented, hate-based, or illegal. De Soto School District does not condone or permit the use of this material. It is the joint responsibility of school staff and the parent or guardian of each student to educate the student about his or her responsibility when using the Internet. One of our school goals is to support students in responsible use of the Internet and technology in general. Student use of the Internet will be under supervision and will generally be for specific class projects; however, at times, students may access the Internet without direct supervision outside of normal school hours.

Internet Activities Not Permitted

- Searching for, viewing, or retrieving content that is sexually explicit, profane, violent, abusive, or illegal in any way, is prohibited. (If a student accidentally accesses such materials they must inform the teacher and leave the site immediately).
- Students may not use Virtual Private Networking (VPN) tools to circumvent District web filters.
- Students are prohibited from sending communications containing threats, profanity, sexual references, insults, harassment, or obscene language.
- Students must not share personal information, such as usernames, passwords, home address, birth date, or phone numbers with other students or electronic contacts.
- Students are not permitted to play games or use other interactive sites during normal school hours unless specifically assigned by a teacher. Recreational use before and after school may be permitted in supervised areas.
- Students are responsible to ensure that no malicious damage is done to computers, mice, printers, headphones, etc.
- Students may not copy, save, or distribute copyrighted material without written consent from the author.
- Students may not download video or audio files for personal use onto District computer equipment that violates copyright laws.
- Students may not use the Internet to subscribe to services or purchase products.
- Students may not participate in any activity that violates District policy, school rules,local, state, or federal law.
- Students will not use any wired or wireless network (including third party Internet service providers) with equipment brought from home on the secured wireless network. Students may use the guest network for privately owned devices.
- Students may not access anonymous proxy sites whose purpose is to circumvent the filtering required for CIPA compliance.
- Students will promptly disclose to a teacher or other school employee any message received that is inappropriate or makes the student feel uncomfortable.
- Students will use device-embedded cameras and video conferencing apps (e.g., Google Meet) for school work only.

Sanctions

1. Violations may result in a loss of access to the school's computers and network.
2. Additional disciplinary action may be determined with existing school rules regarding inappropriate language or behavior.
3. Students may be held financially responsible for any malicious or reckless damage of District-owned equipment.

Due Process

The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the District network. In the event there is an allegation that a student has violated the District acceptable use regulation and agreement, an administrator will meet with the student and will be provided with a notice of the alleged violation. An opportunity will be provided to present an explanation before a neutral administrator, if requested. Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. Violations of the acceptable use regulation and agreement may result in a loss of access as well as other disciplinary or legal action. If the violation also involves a violation of other provisions of other school rules, it will be handled in a manner described in the school rules. Additional restrictions may be placed on a student's use of their account.

Limitation of Liability

The District makes no guarantee that the functions or the services provided by or through the District network will be error-free or without defect. The District will not be responsible for any damage suffered, including but not limited to, loss of data, privacy, or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the network. The District will not be responsible for financial obligations arising through the unauthorized use of the network. The District provides content filtering but not all malicious activity can be impeded. The District is not responsible for goods and/or services purchased or sold through District technology resources.

Resources:

- Children's Internet Protection Act (CIPA) - Children's Internet Protection Act (CIPA) | Federal Communications Commission
- Family Education Rights and Privacy Act (FERPA) - Privacy Program U.S. Department of Education
- Children's Online Privacy Protection Act (COPPA) - What is Data Security
- De Soto School District Policy Page - Board of Education Policies - De Soto Public School District #73
- De Soto School District Privacy and Security Compliance Page
  Cybersecurity - De Soto Public School District #73

Chromebook Insurance

De Soto #73 School District Chromebook Protection Plan

De Soto #73 School District offers each family the opportunity to ensure district-owned Chromebooks issued to students as part of the 1:1 program. This insurance program protects the Chromebook against accidental damage (drops/spills), theft, fire, flood, and natural disasters. This insurance policy will provide replacement cost coverage and protect the Chromebook on and off school grounds.

This insurance plan requires that the Chromebook always remain in the protective case. **If the Chromebook is removed from the case, this policy is rendered null and void and the family will assume responsibility for the full cost of the repair or replacement of the Chromebook.**

Program Premium/Coverage

- Non-refundable yearly premium: $20.00
  - Maximum of $60 per family
- Limit of liability: $290
- Co-pay: $10 for 1st incident per category

Fees Without Insurance

Chromebook	$200
Charger	$30
Screen	$40
Case	$20
Keyboard	$45
Total Loss	$290

Effective Coverage/Expiration Date

- Effective Date: Date of full premium payment plus 30 calendar days unless purchased the day the chromebook is issued.
- Expiration Date: End of the current school year or date of equipment return & un-enrollment.
- Total loss includes the replacement of the Chromebook and case ($290)

Coverage	Exclusions
● **Accidental Damage:** Pays for accidental damage caused by liquid spills, drops, or any other unintentional event ● **Theft:** Pays for loss due to theft; the claim requires a police report to be filed ● **Fire**: Pays for damage of the Chromebook due to fire; the claim must be accompanied by an official fire report from the investigating authority ● **Electrical Surge:** Pays for damage to the device due to an electrical surge ● **Natural Disaster:** Pays for loss or damage caused by natural disasters ● **Damage Caused by Other Students:** Pays for the repair or replacement caused by other students	● Dishonest, fraudulent, intentional, **negligent** (not stored in a secured manner or location, pushing off of a desk, dropping to the floor while getting into locker, cramming into the locker), or criminal activities ● Consumables: AC Adapter ($30), and Case ($20) ● Cosmetic damage that does not affect the functionality of the Chromebook; this includes, but is not limited to scratches, dents, and broken ports/parts, port covers ● De Soto School District is not liable for any loss or damage (including accidental, consequential, or punitive damages) for expense caused directly or indirectly by the equipment

Chromebook Usage Terms and Conditions

In this Terms and Conditions, “we,” “us,” and “our” means De Soto #73 School District. “You” and “your” means the parent/guardian and the student enrolled in De Soto #73 School District. The “property” is the Chromebook owned by De Soto #73 School District. Upon signing, you are eligible to receive coverage with the following terms and conditions:

Terms	You will comply at all times with the De Soto #73 School District Code of Conduct and Acceptable Use Agreement. Any failure to comply may terminate your rights of possession effective immediately and the school may repossess the property.
Title	Legal title to the property is held by De Soto #73 School District at all times. Your right of possession and use is limited to and conditioned upon your full and complete compliance with these terms. The district utilizes Linewise filtering software, your compliance of these terms may require parental and self-monitoring while using outside of De Soto School District facilities beyond the filter software capacities.
Damage	If the property is damaged, lost, or stolen, you are responsible for the reasonable cost of repair or replacement value on the date of loss. Loss or theft of the property must be reported to school administration by the next school day following occurrence. De Soto #73 School District is not responsible for assisting with the recovery of any lost or stolen devices. You may be required to file a police report.
Theft	Your failure to return the property in a timely manner and the continued use of it for non-school purposes without the consent of De Soto #73 School District may be considered theft of the District’s property.

Indeminification	The student and parent/guardian release, hold harmless, defend, and indemnify the District from any claims, liability, or money damages (including attorney fees) brought by a third person, the student, or the parents/guardians against the District and related to the student's use of the device or the students' or parents'/guardians' breach of these terms.
If a student is unenrolled from De Soto #73 School District for any reason, the protection plan becomes null and void on that date. This insurance plan requires that the Chromebook always remain in the protective case. If the Chromebook is removed from the case, this policy is rendered null and void and the family will assume responsibility for the full cost of the repair or replacement of the Chromebook.	

Nondiscrimination Policy

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

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.

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: De Soto Human Resources Dept.
Address: 610 Vineland School Rd., De Soto MO 63020
Telephone Number: 636-586-1000

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 the 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 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 the 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 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.

Student Image Permission

Throughout the school year, your child's image (photograph/video) or schoolwork may be included in classroom or district projects. These may be shared in one or more of the following ways:

- As part of demonstration lessons or activities in educational workshops, conferences, or professional development.
- As examples on CDs, presentations, or digital resources created by De Soto #73 Schools for classroom or staff use.
- On the De Soto #73 School District's website, individual building websites, or their social media pages.
- Submitted to publishers or sponsors as sample student work or as part of a contest.
- Featured in a video or live presentation during classroom activities or student projects, including multimedia demonstrations.
- Included in a school-related television or news segment produced by a local station or county educational program.
- Printed in school or local publications, such as newspapers, magazines, or yearbooks.

There is no financial compensation for the use of student images or work, but these examples help showcase student learning, support teaching, and encourage other students. If you do not give permission for your child's image or work to be used as described above, please contact your school's building principal to complete an opt-out form.

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:

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.

The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write to the building principal or the district's Director of Special Education, clearly identify the part of the record they want changed, and specify why it should be changed. 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.

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 as its agent to provide a service instead of using its own employees or officials (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.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by De Soto School District 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 20202-5920

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

PPRA affords parents 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) -
    a. Political affiliations or beliefs of the student or student's parents;
    b. Mental or psychological problems of the student or student's family;
    c. Sex behavior or attitudes;
    d. Illegal, anti-social, self-incriminating, or demeaning behavior;
    e. Critical appraisals of others with whom respondents have close family relationships;
    f. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
    g. Religious practices, affiliations, or beliefs of the student or parents; or
    h. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of* -
    a. Any other protected information survey, regardless of funding;
    b. 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
    c. 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 -
    a. Protected information surveys of students;
    b. Instruments used to collect personal information from students for any of the above marketing sales, or other distribution purposes; and
    c. 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.

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, such as through 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. De Soto School District 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 are 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 requirement:

- 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 non-emergency, invasive physical examination or screening as described above.

Parents 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. 20202-5920

Every Student Succeeds Act (ESSA) 2015 (Formerly NCLB - No Child Left Behind Act

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 Mr. Brown, Assistant Superintendent, De Soto School District, 610 Vineland School Rd., De Soto, MO 63020, (636) 586-1000.

Missouri Department of Elementary and Secondary Education

Every Student Succeeds Act of 2015 (ESSA)
COMPLAINT PROCEDURES

This guide explains how to file a complaint about any of the programs[1] that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)[2] .

Missouri Department of Elementary and Secondary Education
Complaint Procedures for ESSA Programs
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Complaints filed with the Department
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1. What is a complaint?

For these purposes, a complaint is a written 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 the locally developed and adopted procedures.

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

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

[1] *Programs include Title I. A, B, C, D, Title II, Title III, Title IV.A, Title V*
[2] *In compliance with ESSA Title VIII-Part C. Sec. 8304(a)(3)(C)*

Revised 4/17

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.

DESE - Updated March 2025

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 thirty-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 nonpublic 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. This 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.

Free, Appropriate Public Education 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.

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

Section 504

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 (1) are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and (2) 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 Rehabilitations Act, Subpart D. This Procedures Manual may be reviewed at the De Soto School District Administration Office by contacting the Section 504 Compliance Coordinator, Christina Bourbon, Director of Special Education, De Soto School District, 610 Vineland School Road, De Soto, MO 63020. This notice will be provided in native languages as appropriate.