De Soto Annex Student Handbook 2026-2027

DeSoto Middle School
731 Amvets Drive
DeSoto, MO 63020

Main Office: (636) 586-1030
Fax: (636) 586-1039
Athletics/Activities Office: (636) 586-1058
Nurses Office: (636) 586-1031
Counseling Center: (636) 243-2687
Student Services: (636) 586-2861
Attendance Answering Service: (636) 586-5467
Food Service: (636) 243-2542
Transportation: (636) 586-1079

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

Table of Contents

Welcome	**3**
Social Media-Stay Connected	**3**
Visits to Campus	**3**
School Facts	**4**
Contact Information	**5**
Board of Education Members	**5**
2026-2027 School Calendar	**6**
Student Arrival and Dismissal	**8**
Bus Transportation	**8**
Breakfast/Lunch	**8**
Health Services	**9**
Special Services	**10**
Instructional Services	**12**
Homework Policy	**14**
Student Sports/Activities	**16**
General Expectations	**18**
Student Attendance	**21**
Student Misconduct and Consequences	**25**
De Soto School District Bullying Policy	**37**
Technology/Internet Acceptable Use Policy	**39**
Chromebook Insurance	**41**
Nondiscrimination Policy	**43**
Notice for Directory Information	**44**
Student Image Permission	**45**
Notification of Rights Under FERPA For Elementary and Secondary Schools	**46**
Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)	**47**
Every Student Succeeds Act (ESSA) 2015 (Formerly NCLB - No Child Left Behind Act	**49**
Complaint Resolution Procedure for "Every Student Succeeds Act" Program	**50**
Free, Appropriate Public Education Notice	**51**
Section 504	**52**

Welcome

Welcome to Dragon Annex. 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 Dragon Annex. Please feel free to reach out to the main office by calling (636) 586-1000 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.

District Website: https://www.desoto73.org/
District Twitter: Desoto73
District Facebook: De Soto #73 School District

Athletics and Activities Twitter: @De_SotoDragons

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.

School Facts

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

Dragon Annex Mission: The mission of the Dragon Annex is to ensure learning, growth, and success for all students in a safe environment.

Dragon Annex Vision: The Dragon Annex is a data driven, unified learning community, with a focus on growth, rich with innovative and resilient educators and scholars.

Dragon Annex Purpose: The purpose of the Dragon Annex is to help create a bridge to learning by creating a safe learning opportunity for students to grow and succeed outside of the standard classroom setting.

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: 3-12

Enrollment: 9 Students
Staff: 5 Teachers

Contact Information

Dr. Dustin Stockmann, Administrator-Dragon Annex
stockmann.dustin@desoto.k12.mo.us
(636) 586-3939

Ms. Jennifer Elledge, 6-12 teacher
elledge.jennifer@desoto.k12.mo.us
636-586-1030

Mr. Landon Porter, 6-12 paraprofessional
porter.landon@desoto.k12.mo.us
636-586-1030

Ms. Abigail Haarmann, K-5 teacher
haarmann.abigail@desoto.k12.mo.us
636-586-1030

Mr. Jeff Tidwell, K-5 paraprofessional
tidwell.jeffery@desoto.k12.mo.us
636-586-1030

Board of Education Member

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
farrow.ron@desoto.k12.mo.us
(636) 586-1000 ext. 3110

Mr. Joshua Phipps, Assistant Superintendent of Operations/HR
phipps.joshua@desoto.k12.mo.us
(636) 586-1002

Mr. Shawn Brown, Assistant Superintendent
brown.shawn@desoto.k12.mo.us
(636) 586-1003

2026-2027 School Calendar

Beginning and End of the School Year:

Thursday, August 20, 2026	Secondary Open House 5:30-7pm
Wednesday, August 26, 2026	First day of school
Thursday, May 27, 2026	Last day of school

Days School is Not in Session:

September 4-7, 2026	No school-Labor Day Break
October 16, 2026	No school-Teacher Professional Development and Grading Day
October 22, 2026	No school-Parent/Teacher Conferences (Secondary 1-7pm, Primary and Intermediate 2-8pm)
October 23, 2026	No school
November 25-27, 2026	No school-Thanksgiving Break
December 21-January 4	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

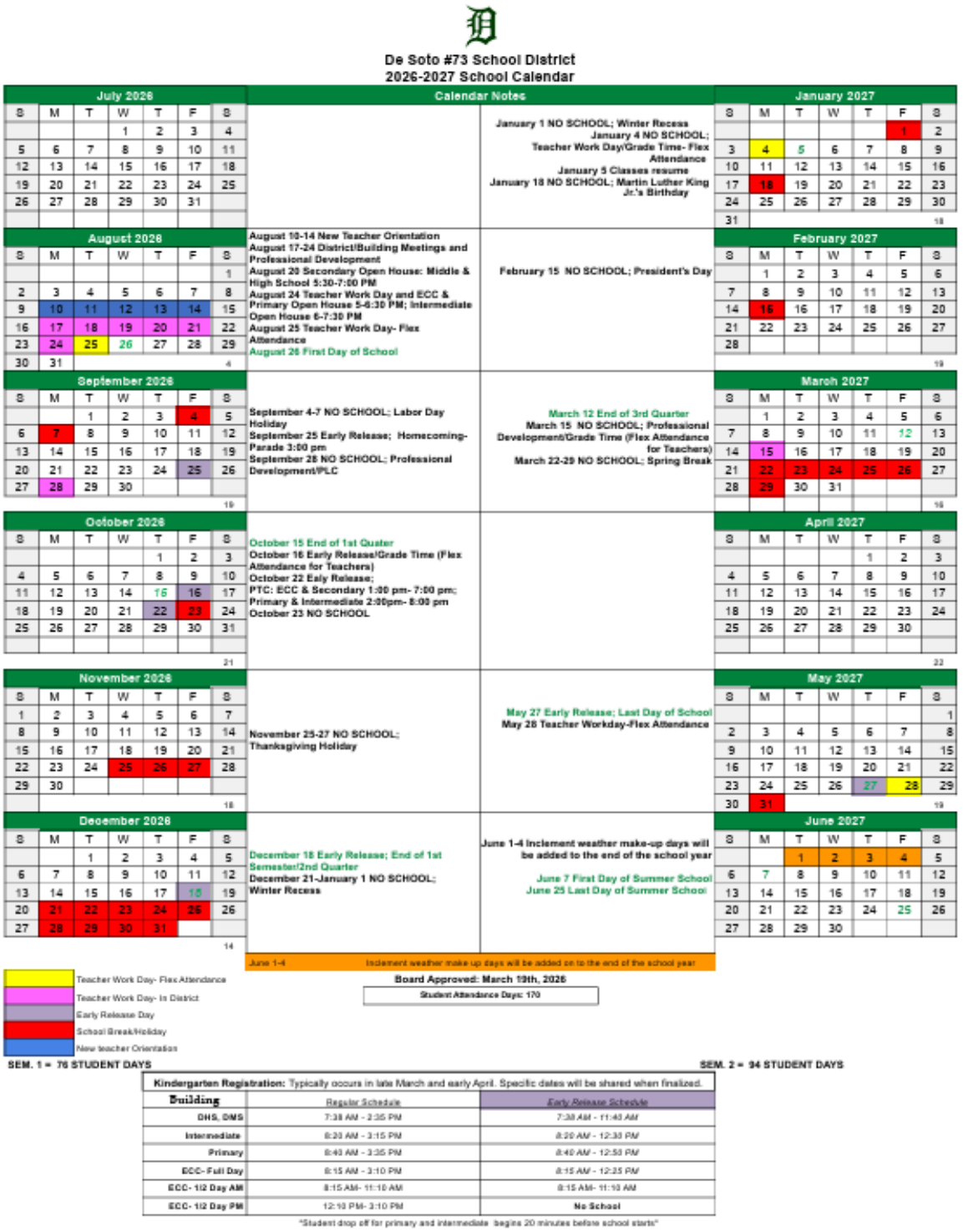
Early Dismissal Days

Friday, September 25, 2026	Homecoming (Release at 11:15am)
Friday, October 16, 2026	Teacher Grading
Thursday, October 22, 2026	PTC (Release at 11:15, Secondary release at 11:40am, Elementary release at 1:15pm)
Friday, December 18, 2026	Christmas Break
Thursday, May 27, 2027	Last day of School

School Hours

Office Hours:	7:00am - 2:30 pm	Breakfast: 7:10am - 7:30 am	
Student Arrival:	7:10am	Classes Begin:	7:30am
Student Dismissal:	1:45pm	Lunch Shifts:	11:10am - 11:40pm

De Soto #73 School District 2026-2027 Calendar



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 - 12:33 PM
Primary	8:40 AM - 3:35 PM	8:40 AM - 12:53 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 7:10am, 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) 586-1079. A student 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 teacher's name, the amount in the envelope and whether the amount is in the form of a check or cash. Lunch envelopes may be obtained in the main office. Families may also pay lunch account payments through the IC Parent Portal. 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.

Lunch Meal Charge Policy Reminder

Our Board-approved Meal Charges Policy will remain in effect for the coming school year. Key

points include:

- **Elementary and Middle School** students may accumulate up to $10 in negative lunch balances. Once this limit is reached, they will receive a designated alternate meal.
- **A la carte items** (such as snacks, drinks, etc.) must be paid for at the time of purchase and cannot be bought if the account has 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.
- Medication must be in the original package.
- Permission and medication must be turned in to the nurse prior to the end of the 1st hour of school.

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. Student's 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.

Instructional Services

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

Grading System

A = outstanding work
B = above average work
C/S= average work/satisfactory work
D/N= below average work/needs improvement
F/U = failing work/unsatisfactory work
I = incomplete work

Grading Scale

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

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

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

Honor Roll

An academic honor roll shall be completed and published for each of the four quarters of the school year. In order for a student to qualify, he/she must achieve a (3.0) average with no grade lower than a C. (.5 and above will be rounded to the next highest whole digit). The sum of points divided by the number of classes enrolled in. (All courses shall have equal value for honor roll purposes.)

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

In order to communicate this continual progress toward mastery of our grade-level learning standards, teachers calculate grades using two categories: formative and summative assignments/assessments. *Formative* work provides ongoing feedback that can be used by

teachers and students to monitor students' learning progress. These types of assignments count for 30% of a student's grade. *Summative* work is a measure of student learning after formative work and is a reflection of District learning objectives that were taught within the instructional period. A grade should communicate what a student has learned, and summative grades are typically taken at the conclusion of the study of new materials, the majority of the course grade (70%) is composed of summative grades.

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

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

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

FORMATIVE (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

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

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

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

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

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

The district requires remediation as a condition of promotion to the next grade level for any

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

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

Reading Success Plans:
De Soto school District recognizes that early reading skills are strong predictors of lifelong academic success for our students. Our teachers dedicate significant instructional time to supporting students in developing literacy skills. We have numerous school and district level supports in place, including:

- High-quality curriculum for all students
- High-quality classroom teachers
- Regular assessments of each child's reading progress
- Regular screening/benchmarking of students to identify reading deficiencies and put supports in place
- A comprehensive multi-tiered system of support process that includes a multi-tiered system of supports for all students

In order to meet the requirements of SB 681(2022), we will also:

- Communicate regularly with parents/guardians of students who are reading below grade level
- Inform parents of reading supports provided to their child at school
- Increase systems of support for students
- Develop a Reading Success Plan (RSP) for students needing support

We are honored to have the privilege to work with you and your student to build his/her skills as an independent reader across the curriculum. As a commitment to your student's success, we screen all students, K-5, with the STAR Reading Benchmark multiple times per year.

Homework Policy

Philosophy/Purpose
Homework contributes toward building responsibility, self-discipline and lifelong learning habits. It is the intention of the Dragon Annex to assign challenging and meaningful homework

that is used to reinforce classroom learning objectives, to see whether students understand the lesson, and to find/use more information on the subject. Homework can also serve as a communication link between school and home that shows what children are studying.

Responsibility of the Student:

*Keep an up-to-date agenda/planner sheet for homework and other assignments and their due dates.
*Clarify with teachers any instructions not understood.
*Use proper heading at the top of all homework assignments.
*Complete homework in proper form (typed vs. legible handwriting, pen vs. pencil, etc.)
*Complete homework to the best of your ability.
*Turn in completed homework on the due date.
*Students are responsible for obtaining all missed work.

Responsibility of the Parent:

*Sign up for the grade level communication system (Remind, Dojo, Google Classroom, etc.)
*Check IC for grades/missing work.
*Check email for updates from teachers.
*Make homework a daily activity.
*Help your student get organized. Check their agenda/planner sheet daily.
*Set up a comfortable location for doing homework with good lighting and free of distractions.
*Show interest in your child's schoolwork and discuss what your child is learning.
*Contact the teacher if necessary to clear up any misunderstandings, troubleshoot problems, discuss time management and be informed about your child's learning progress.
*Alert the teacher, in advance, when extenuating circumstances arise that may prevent homework from being completed on time.
*Check SIS for grades/missing work.

Responsibility of Teacher:

*Give students the opportunity to record homework assignments on the agenda/planner sheet.
*State clearly the expectations of the assignment.
*Assign relevant, meaningful homework activities that reinforce classroom learning.
*Ensure that the student has the skills to complete the homework assignment.
*Ensure students are aware of what is expected of them, and how their work will be assessed.
*Provide feedback for all assignments, including late assignments, in a timely manner.
*Include homework as part of the student's grade.
*Provide a designated area in the classroom to obtain absentee work.
*Check that student has planner filled out with homework assignments listed
*Post the universal expectations of this homework policy in their classroom
*Update IC Gradebook at least biweekly.

Time
Actual time required to complete assignments will vary with each student's study habits, academic skills, and course load. Generally, students in 6th, 7th and 8th grade will average approximately 20 minutes per subject per night. If your child is spending an excessive amount of time on homework, you should contact your child's teachers immediately.

Late Work Penalties
Homework assignments are purposely designed to allow students to engage with material based directly on content standards prior to the summative assessment of those content standards. All homework assignments are due completed in class the day after they are assigned, unless otherwise specified by the teacher. Students will be allowed to turn in late/missing work to teachers up until the summative assessment for any unit and will receive full credit earned. When homework is late, it can negatively impact a student's understanding of content. To serve as a reminder, students will face the following penalties for not submitting assigned work on time:

Number of Late Assignments	Penalty
1	Lunch Detention
2-3	1 hour tutoring - served before/after school
4-6	2 hour tutoring - served after school
7-subsequent	Saturday School Tutoring

Actions for missing assignments will be issued on a quarterly basis. At the beginning of each quarter the cycle will start over.

Assessment Retakes
*Students will be allowed to retake an assessment (one time only) after they have completed remedial work (i.e. study guide or study materials for the assessment) in mandatory tutoring sessions. This can be before or after school and/or during Saturday Morning Tutoring within one week of the original summative assessment.
*Students are not allowed to retake semester finals
*Students will receive the highest score earned on the assessment
*If students have other educational plans in place, those plans will take precedence

Student Absence from School
*If a student is absent from school for one day, they have 1 day to make up the assignment(s). If a student is absent for 2 days, they have 2 days to make up the assignment(s), etc. In a student absence of more than 3 days, the student and teacher will discuss assignments and due dates.
*If the first day of an absence occurs on the day of a test, the student should be ready to take the test upon his/her return to school. If the absence(s) is prior to and inclusive of the actual test date, the student will have an equivalent amount of time to prepare for and take the test.
*If work is requested and given to the student before a planned absence, the assignments are due the day upon return.

Extenuating Circumstances:
The student will work with the teacher to make a plan to deal with extenuating circumstances. Examples of extenuating circumstances may include: family emergencies/death in family, injuries, and extended illnesses. Students or parents must notify the teacher.

Student Sports/Activities

The major purpose of student activities is to enhance and enrich the educational programs of the school. School sponsored activities are considered to be an extension of the school day. Students may participate in the following activities for grades 6-12:

Sports
Fall sports include football, volleyball, cross country, and cheerleading.

Winter sports include boys and girls basketball, wrestling, and cheerleading.

Spring sports include track and field.

General Expectations

- Students arriving to school by parent drop off will report directly to the Dragon Annex where they will wait until the 7:10am dismissal.
- Students should walk at all times.
- Students should use the restroom between classes.
- Students should be respectful of our school and the grounds.
- Students should take care of their books, Chromebooks, lockers, and desks.
- Students are to ensure that their chromebooks are fully charged each morning.
- Students should not leave school grounds while school is in session without permission from the principal or assistant principal.
- Students are not to be on the senior high campus (grounds or buildings) without permission.
- Students who are not involved in school activities after school should leave the building and grounds immediately.
- Suspended students are not allowed on or around school grounds during their suspension.
- Bus behavior is an extension of the classroom.
- Students are not allowed to have energy drinks during school hours.
- Students are not allowed to doordash or use similar delivery services for food/drinks throughout the school day.
- Skateboards are not allowed to be used on school grounds.
- Students may be asked to leave their cell phones at the teachers' desks when leaving class to use the restroom. Cell phones may also be collected and kept secured by Chromeland in order to receive a loaner Chromebook for the day.

Socials and Extracurricular 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, students must be passing 6 of their 7 courses to attend extracurricular events. As an incentive for good behavior, students will not be allowed to attend events if they accumulate more than 3 days suspension (any combination of in-school or out-of-school) between dances or athletic seasons. 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 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. 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 events during that school year. Students who have been assigned 3 or more days of Saturday School since the most recent event will not be allowed to attend.

Field Trips

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

After School Detention

Some students may be assigned an after school detention. Those students will be advised in writing as to what is expected of them during this time frame. It is very important to arrange transportation to be at school as soon as A.S.D. is over at 4:15pm (note: A.S.D. time will be from 2:15 – 4:15 pm) If your detention is not served, it will automatically be reassigned on the next day of scheduled detentions. If another detention has already been assigned for that day, your makeup detention will be automatically reassigned to the next day that detentions are held.

DAATS (De Soto's Alternative Approach to Suspension)

The De Soto secondary schools (grades 6-12) have a program for students who violate certain school rules, cannot comply with other types of discipline, and/or have academic/social/emotional needs. Rather than being suspended from school, these students are assigned to the DAATS center. Students with Individualized Education Programs (IEPs) will continue to receive all required services and accommodations while serving an in-school suspension.

Saturday School Detention

Saturday School Detention (SSD) will be held in the Middle school from 8:00am to 11:00am. Students arriving after 8:00am will not be admitted. Students who fail to attend SSD will be seen by an administrator the following school day and will be assigned an additional Saturday School Detention (SSD). More than one missed SSD will result in Out of School Suspension (OSS) in addition to the missed SSD. Make up tests may be taken during SSD if the test is given to the SSD instructor prior to detention. Students must bring textbooks, Chromebooks, library books, and all other supplies (paper, pencils, etc.) Students must remain busy studying, working, or reading. There will be a 15 minute break at 9:30am. Students will not be allowed to

sleep or talk. All school rules apply. Students who do not comply with the rules will be dismissed and will receive the appropriate consequences. Parents may change a scheduled date one time with approval from an administrator prior to the date of the assigned detention. Students will not be allowed to reschedule their assigned days.

Vape Detectors

Dragon Annex utilizes vape detectors for the purpose of student safety and maintaining a safe and orderly learning environment, free from distractions. Students present in restrooms during the time of a vape detection are subject to administrative interview, search of belongings, and use of a metal detecting wand per district policy 5275. Refusal to cooperate will result in presumption of guilt.

Student Dress Code

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

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

9. Backpacks, including cinch sacks, are not allowed to be used during school hours and must be placed in the student's assigned locker immediately upon arrival. No bags other than the school provided Chromebook case will be allowed.
10. Students are not permitted to carry blankets with them to class.

Student Attendance

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

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.

Truancy Court

Truancy Court Outline

I. What is the Dragon Annex Truancy Court?
   A. Definition: Dragon Annex 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 who 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. attendance
    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

Perfect Attendance

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

Absences are to take care of extraordinary circumstances concerning:

- Personal illness
- Doctor's appointment that could not be scheduled outside the school day
- 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 is vital to the educational process. Any absence from school requires a phone call from the parent showing why the 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 number of days 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 do not include appointment times, or that do 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 (7^{th}) absence in a semester, a letter will be sent to the parents explaining that the child has exceeded the absence limit, which could result in failing grades and/or retention for the semester or if applicable, the student will be required to return to their home school of residency. 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 the Division of Family Services, whichever applies, after the student's eighth (8^{th}) absence for students under the age of sixteen (16). A record of calls from parents 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. If students are not attending home elementary after 6 tardies or 6 times leaving school early, a letter from the Office of the Superintendent will be sent to parents notifying them of relocation to home elementary, effective immediately.

Appeals
If students are absent more than 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 the 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 composed 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 passing grade advancement to the next grade level, or probation, will be assessed at the close of each hearing or will be followed up by a formal letter from the attendance committee.

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 obtaining 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. Regardless of tutoring, students would not be able to regain classroom points for assignments after their first suspension each year. Any work not completed within the time frame or arrangements not made will result in a zero in the gradebook.
Suspensions: A suspension will count toward a student's total days missed; however, a single act of suspension will not be the reason to take a student over the six-day (6) limit, so long as the days of suspension added to the days already missed do not exceed eleven (11). The student will be held at six (6) absences. Any further absences would total seven (7) or more and may cause credit to possibly be withheld.

A student under suspension, either D.A.A.T.S. or Out of School Suspension will not be eligible to attend parties or field trips scheduled during the suspension period.

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

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. <u>Toward staff-</u> <u>Toward students-</u>	K-12: Up to 5 days out of school suspension K-5: Up to 3 days D.A.A.T.S 6-12: 3-5 days D.A.A.T.S	K-5: 5-10 days out of school suspension 6-12: 10 days Out of School Suspension with referral to superintendent K-5: 3-5 days D.A.A.T.S 6-12: 3-5 days Out of School Suspension	K-12: 10 days out of school suspension with referral to the superintendent 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,	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	K-5: ~~Minor~~ 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

smartwatches, tablets, iPads, and similar devices.		at the end of the next school day.	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. <u>Distribution</u> of prescription medication to any individual on school premises or a school bus.	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. 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
Sexual Harassment: Unwelcome	K-12: Up to 5 days out of school suspension	K-12: 5-10 days out of school suspension	

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: 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: Toward Students: **Use of Obscene or Vulgar Language**- Language that depicts sexual acts, human waste, profanity, and blasphemous language General Directed toward Staff: (*cumulative offense) **Demeaning Language or Conduct** - Conduct, verbal, written, or symbolic speech which materially and substantially disrupts class, school activities, transportation, or school functions **Racial Slurs/Remarks** Any remark that discriminates or disparages a person or group of people based on their race or ethnicity General Directed toward Staff:	K-12: 5 days out of school suspension K-12: 3 days of D.A.A.T.S./ 2 Saturday School** K-12: 1 day of D.A.A.T.S K-12: 5 days out of school suspension. K-5: Up to 3 detentions 6-12: 1-day DAATS K-12: 3 days of D.A.A.T.S K-12: 5 days out of school suspension.	K-12: 10 days out of school suspension K-12: 5 days of D.A.A.T.S./ 3 Saturday School** K-12: 3 day of D.A.A.T.S; K-12: 5 - 10 days out of school suspension K-5: 1 day of D.A.A.T.S. 6-12: 3 days of DAATS/2 Saturday Schools K-12: 5 day of D.A.A.T.S; 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. Repeated or more serious offenses will lead to further action K-12: 5 days of D.A.A.T.S K-12: 10 days out of school suspension with recommendation to the superintendent for further action. K-12: 5 days of D.A.A.T.S / 2 Saturday Schools K-12: Offense will be considered harassment and subject to those disciplinary consequences 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 (http://www.sharpschool.com/products/safemail/human_monitoring_system/). 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) - https://www.fcc.gov/consumers/guides/childrens-internet-protection-act
- Family Education Rights and Privacy Act (FERPA) - http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html

- Children's Online Privacy Protection Act (COPPA) - http://www.coppa.org
- De Soto School District Policy Page - http://www.desoto.k12.mo.us/administration/de_soto_board_of_education/board_of_education_policies
- De Soto School District Privacy and Security Compliance Page https://www.desoto.k12.mo.us/administration/departments/technology_department/cybersecurity

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.
INDEMNIFICATION	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

Student Image and Work Permission Notice

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

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 that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)[2] .

<table>
<tr><th colspan="2">Missouri Department of Elementary and Secondary
Education Complaint Procedures for ESSA Programs
Table of Contents</th></tr>
<tr><td colspan="2">General Information
1. What is a complaint under ESSA?
2. Who may file a complaint?
3. How can a complaint be filed?</td></tr>
<tr><td>Complaints filed with LEA
4. How will a complaint filed with the LEA be investigated?
5. What happens if a complaint is not resolved at the local level (LEA)?</td><td>Complaints filed with the Department
6. How can a complaint be filed with the Department?
7. How will a complaint filed with the Department be investigated?
8. How are complaints related to equitable services to nonpublic school children handled differently?</td></tr>
<tr><td colspan="2">Appeals
9. How will appeals to the Department be investigated?
10. What happens if the complaint is not resolved at the state level (the Department)?</td></tr>
</table>

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*
Revised 4/17

[2] *In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C)*

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

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.

<u>Complaint Resolution Procedure for "Every Student Succeeds Act" Program</u>

This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the Every Student Succeeds Act. A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel. Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the department may file a complaint. The complaint must provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

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

If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education within fifteen working days following receipt of the written decision from the board. The department will initiate an investigation and issue notice of the findings to the board and the complainant. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the department may require the parties to do so and may provide technical assistance to facilitate such resolution. Any persons directly affected by the actions of the department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the department itself. Anyone wishing more information about this procedure or how complaints are resolved may contact Mr. Brown, Assistant Superintendent, De Soto School District, 610 Vineland School Rd., Desoto, MO 63020, (636) 586-1000.

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, DeSoto School District, 610 Vineland School Road, DeSoto, MO 63020. This notice will be provided in native languages as appropriate.