Strafford Elementary

Student Handbook

2026-2027

Dear Parents and Students,

On behalf of the Strafford Elementary team, we are excited to welcome you to the 2026-2027 school year! We look forward to learning and growing together with *our tribe* as we continue our journey as a **Leader in Me** school.

At Strafford Elementary, our mission is to create an environment where students and staff are excited to walk through our doors each day ready to learn, lead, and grow. We are committed to helping every child excel academically while also developing strong character and leadership skills.

As we begin this school year, we invite you to partner with us in our mission to **Lead the Tribe**. When schools and families work together, students thrive. We are dedicated to doing our part and ask for your support in helping your child be **Strafford Strong** by encouraging them to:

- Attend school daily and arrive on time, ready to learn
- Complete assignments and take responsibility for their work
- Read each day to build a love of reading and strengthen literacy skills
- Share their school experiences with you
- Understand that effort, perseverance, and a positive attitude lead to success

This handbook provides important information about our school procedures, policies, and expectations. We encourage you to review it together as a family. You may also access it anytime on our district website at **www.straffordschools.net** under the elementary tab. If you have questions, please don't hesitate to reach out to us or your child's teacher.

We also encourage you to get involved in the Strafford Elementary Booster Club. Your involvement makes a meaningful difference and helps strengthen our school community.You can join by reaching out to **straffordelementarybooster@gmail.com.**

At Strafford Elementary, we are proud to be **ONE TRIBE** parents, staff, and students working together to inspire the leaders of tomorrow. Thank you for your continued support, encouragement, and partnership. We are grateful for the opportunity to work with your children as we **Lead the Tribe** and inspire them to **set the standard, model excellence, and maximize their potential.**

Sincerely,

Mrs. Crystal Tebbenkamp Principal

Mrs. Ashley Harris Assistant Principal

STRAFFORD ELEMENTARY STAFF 2026-2027

PRINCIPAL	Mrs. Crystal Tebbenkamp	SPED	Mrs. Lynn Dudley
ASST. PRINCIPAL	Mrs. Ashley Harris		Mrs. Rebecca Curtman
			Mrs. Brittany Erisman
INST. COACH	Mrs. Tracy Tindle	SPED Director	Mr. CJ August
FIRST GRADE	Mrs. Bailey Bates	TITLE MATH	Mrs. Melisa Daily
	Mrs. Kennedy Clark		Mrs. Jessica Hashagen
	Mrs. Courtney Lyons		
	Mrs. Emily Penland	TITLE I	Mrs. Stephanie Goings
	Mrs. Abby Self	READING	Mrs. Ally Jensen
SECOND GRADE	Mrs. Brooke Darnell	ART	Mrs. Charlotte Gallagher
	Mrs. Sydney Hicks-Davis	MUSIC	Mrs. Jennifer Stone
	Mrs. Emma Gardner	P.E.	Coach Dale Bean
	Mrs. Brianna Miller	STEM	Coach Korry Tillery
	Mrs. Dacia Wade	LIBRARIAN	Mrs. Melissa Morris
THIRD GRADE	Mrs. Ciara Beushausen	GIFTED	Mrs. Andrea Williams
	Mr. Austin Davidson		
	Mrs. Jamie Hurtgen	COUNSELOR	Mrs. Hunter Foley
	Mrs. Stephanie Rounsaville		Mrs. Christy Willis
	Mrs. Laura Samuel		
FOURTH GRADE	Mrs. Shannon Branagh	BEHAVIOR INT.	Mr. Dalton Taylor
	Mrs. Sarah Call		
	Mrs. Casey Crocker	ELL	Miss Juliana Matveyuk
	Miss Kyndall Compton		
	Mrs. Tara Trevarthen	POWWOW DIR.	Ms. April Potter

School Resource Officers	Tyler Clark & Michael Sly
School Nurses	Rolanda Lawler & Michelle Fronick

DISTRICT OFFICE

Dr. Mark Hedger, Superintendent
Dr. Michelle Gardner, Assistant Superintendent

The 7 Habits of Highly Effective People®

Habit 1

Be Proactive®

You're in charge.

- Pause and respond.
- Focus on your Circle of Influence®.
- Use proactive language.

Habit 2

Begin With the End in Mind®

Have a plan.

- Define outcomes before acting.
- Create and live by a personal mission statement.

Habit 3

Put First Things First®

Work first, then play.

- Focus on priorities and eliminate the unimportant.
- Plan every week.
- Stay true in the moment of choice.

Habit 4

Think Win-Win®

Everyone can win.

- Balance courage and consideration.
- Consider other people's wins as well as your own.

Habit 5

Seek First to Understand, Then to Be Understood®

Listen before you talk.

- Listen empathically.
- Respectfully seek to be understood.

Habit 6

Synergize®

Together is better.

- Value differences.
- Seek 3rd Alternatives.

Habit 7

Sharpen the Saw®

Balance feels best.

- Invest in the whole person.

Based on a poster design created by the leaders at Kingwood Leadership Academy

DISTRICT INFORMATION

STRAFFORD R-VI MISSION STATEMENT

Empower, encourage, and elevate all students to reach their full potential

BELIEFS

The STRAFFORD R-VI School District believes that.....

- Positive and personal relationships inspire leadership among students, parents, and staff.
- Every student will receive the support to learn in a way most effective for THEM.
- Strafford's values and traditions will be prioritized in continuous learning that leads to success.
- Partnership with our community creates significant opportunities for all.
- Collaborative decision making fosters ownership and pride.
- Transparency and good stewardship of district resources is vital.

VISION STATEMENT

Model Excellence. Set the Standard. Maximize our Potential

PRIORITIES

- **LEARNING**: Elevate the potential growth in all students and staff towards high performance in all areas.
- **CULTURE**: Encourage safe learning environments for all students and staff that are conducive to building positive relationships.
- **LEADERSHIP**: Empower all students and staff through opportunities for continuous learning and collaboration.

LEARNING

- Career/College Readiness- We will increase our ACT composite average score to 23.
- District MAP/EOC scores will increase 2-3% on an annual basis.
- By April 2026, the percentage of growth projection will increase by 15% for each grade level as measured by the NWEA growth assessment.
- A graduation rate of 97% will be maintained or increased until a 100% is reached.
- Annually 80% of students district wide are proficient on common assessments.

CULTURE

- By 2026, the percentage of students who participate in school-related activities or events will increase by 15%.
- Annually, the district will increase student participation rate within co-curricular and extra-curricular activities by 3%.
- By 2026, proactive/preventative student behavior strategies will be increased by 10%
- The district family/community involvement will increase by 2% on an annual basis.
- Annual safety audit and inspection will see a 5% reduction in concerns on an annual basis
- By 2026, Student attendance will be 90% or higher district-wide.
- By 2026, 80% of the student, staff and community survey participants agree, or strongly agree, that the Strafford R-VI School District supports their overall health and wellbeing.

LEADERSHIP

- At least 85% of students in designated grade levels/content areas participated in instruction and activities related to career exploration or work readiness.
- The district will retain 92% of staff it intends to issue a contract to annually
- 95-100% of students will participate in leadership opportunities and activities.

- By 2026, all staff salaries and wages will rank in the top 20% of area districts and comparison PEER group districts annually.

STRAFFORD ELEMENTARY BUILDING GOALS 2026-2027

1. Attendance: Maintain a high overall attendance rate.
2. English Language Arts: Continue to improve literacy and writing through the implementation of small group reading instruction and research based teaching and learning strategies.
3. Mathematics: Continue our focus on improving mathematics instruction and learning by
4. integrating research based math strategies with an emphasis on small group instruction.
5. Technology: Students and teachers will utilize technology tools by integrating them effectively into classroom instruction for the use of personalized learning and assessment opportunities.
6. Personalized Learning: We will work to provide learning opportunities to challenge students and meet their interests, strengths and needs.
7. Behavior Expectation: Create a positive environment that fosters leadership to maximize student learning and achievement.
8. Parent and Community Involvement: Parents, students, staff and community members will partner together in a variety of activities and educational programs for the success of students.

STRAFFORD ELEMENTARY SCHOOL
PARENT/VISITOR PROCEDURES

The following procedures are in place to help us maintain a safe, secure, efficient atmosphere for all students. We appreciate your support of these procedures. *Please note: additional procedures and protocols may be put in place to ensure the health and safety of students and staff. We appreciate your support if changes occur.*

- **Parent/Visitor Sign In: All visitors must present proper ID and sign in at the elementary office.** You will receive a Visitor's pass that **MUST** be worn in a visible site and returned upon your departure.

- **Student Tardy/Late Sign-In:** If your child arrives after 8:00 AM, they are considered tardy and **MUST** be signed in by the parent at the elementary office. Parents are **NOT** allowed to escort students to the classroom.

- **Student Early Check-out:** A note should be sent to the teacher on the day of early dismissal explaining the nature of the dismissal and the time the child is to be dismissed. We discourage early dismissal since it disrupts the regular learning environment. For the safety of each child, the parent/guardian **must come to the office in person** to initiate an early check-out**. Students will NOT be checked out through the office after 2:30PM.** Parents needing to pick up students after 2:30PM or later **MUST utilize the PU & Go Lane**. Parents are not allowed to go to the classroom. Students may be released to a parent designee with prior parent notification. Please be prepared to present ID. Students will be called from the classroom upon your arrival, please be sure to allow sufficient time for checkout.

- **Student Safety:** Our priority is to maintain the safety of all students at all times. To ensure our students are released properly, we will ask for parents to present ID when picking up your child. If you, the parent, designate someone else to pick up your student, they **MUST** be on the Emergency Contact List and will be required to present ID.

- **After School Changes:** If a student has a need to change their after-school plans from their normal routine, it is necessary for the parent to notify the teacher/office. This should be communicated at the beginning of the day. **If a change in dismissal has not been received, your child will be sent home via the regular dismissal route listed on the Student Profile. In an emergency, parents may call the office to make a schedule change; calls must be received by 12:00.**

- **Classroom visits:** We value every minute of instructional time with our students. Unless you have an appointment or are volunteering in the classroom as scheduled by the teacher, parents **will not be allowed** to enter the classroom.

- **Drop-off/Pick-up Lane**: Parents of students not riding the bus **must use the drop off/pick-up lane**. All students will be dropped off and picked up in front of the elementary utilizing the student loading zone. School personnel will assist with drop off and pick up. Parents should be courteous, patient, and remain in line until asked by school personnel to pull forward and/or around. Please help us keep our children and staff safe by staying off your cell phone and being alert during pickup. Parents will utilize the school issued car tag to pick up their children.

GENERAL INFORMATION

SCHOOL ATTENDANCE POLICY

The goal of Strafford Schools is to assure all students an opportunity to receive the best possible education governed only by their abilities and interests. Regular attendance is essential in establishing a good teaching and learning environment. By law, all children must attend school from the age of 7 until the age of 17. This expectation is also reinforced by the compulsory attendance statute of the State of Missouri. A comprehensive system of attendance records will be maintained for each student. Unreported absences or excessive tardies will be brought to the attention of the building principal. The principal will make the necessary contact with the family and take whatever actions are felt to be appropriate in attempting to correct the problem. School, not the parent, will have final determination as to whether an absence is excused. Therefore, the following guidelines and procedures will be used in governing attendance:

Every Minute Counts!

7:35-7:50 am	Your child has arrived in time to settle well, enjoy breakfast (if interested), and have the best start possible!
7:55 AM	Your child has probably arrived just after most children. Our school day starts at 8:00 AM.
8:01 AM	Your child is late and has missed the beginning of the school day. Being a few minutes late often unsettles children.
8:05 AM	5 minutes late each day, means more than 2 full days of lost instruction for the year. (Leaving at 2:40PM has the same effect.)
8:10 AM	10 minutes late each day, means more than 4 full days of lost instruction for the year. (Leaving at 2:35 PM has the same effect.)
8:15 AM	15 minutes late each day, means more than 6 full days of lost instruction for the year. (Leaving at 2:30 PM has the same effect.)

If your child is late, he/she is missing out. If your child is regularly late, it WILL affect his/her learning at school. This has the same effect at the end of the day, when your child leaves early.

Give your child the BEST start and end to the school day by ensuring he/she arrives by 7:45 AM and stays until dismissal.

Attendance Guidelines:

- When student(s) are absent from school, parents should call the school before 8:30 a.m.
    - If the parent, for some reason, fails to notify school, the school may contact the parent.
- Parents will be responsible for ensuring that their children obtain any make-up work by contacting their children's teacher(s). It must be understood that a classroom experience, once missed, most often cannot be recreated. Make-up will depend on the subject matter as well as each instructor.
- Students are expected to make up assignments from missed classes within the time period established by their teacher(s).
- School attendance is NOT recommended when:
    - Student has a fever
    - Vomiting and diarrhea
    - Generalized rash all over the body
    - Persistent cough
    - Sore throat with fever and enlarged nodules in the neck
    - Notes:
        - Student should be fever-free, WITHOUT MEDICATION, for 24 hours before

returning to school.

- *The school encourages doctor and dental appointments, after school hours, whenever possible, to reduce the number of classes missed.*
  - *Family vacations are discouraged during the school year. Prior notification to the principal, secretary, and teachers must be established. To obtain grades, all work must be turned in.*

The following procedure is in place for students based on attendance percentages:

95-100%	● Regular attendance procedures with monitors ● Building secretaries will make contact with parents for absences
90-94%	● Staff monitor patterns for tardiness and/or leaving early ● Monitor multiple tardies or students who leave early ● Staff will make contact with parents for absences ● Possible quarterly letter home to parents
85-89%	● Staff monitor and report tardies, leaving early and absences ● Administrator and counselor discussion ● Potential phone call(s) from counselor, classroom teacher or building administrator ● Monthly letter home to parents ● Office visit notes may be requested
Below 85%	● A note from the doctor's office for medical absences will be required ● A nurse check-in may be required ● Conference with counselor and/or building administration ● Referral to the Student Success Team ● Interventions to support regular attendance ● Possible home visit ● Educational Neglect Hotline

- ***This may not be applicable to a student who is absent as a direct result of his or her disability as written in the Individualized Education Program (IEP) or 504 plan.***

EARLY DISMISSAL OF STUDENTS

A note should be sent to the teacher on the day of early dismissal explaining the nature of the dismissal and the time the child is to be dismissed. We discourage early dismissal since it disrupts the regular learning environment. For the safety of each child, the parent/guardian **must come to the office in person** to initiate an early check-out**. Students will NOT be checked out through the office after 2:30PM.** Parents needing to pick up students after 2:30PM or later MUST utilize the PU & Go Lane. Parents are not allowed to go to the classroom. Students may be released to a parent designee with prior parent notification. Please be prepared to present ID. Students will be called from the classroom upon your arrival, please be sure to allow sufficient time for checkout.

TARDINESS

A student will be considered tardy if he/she arrives after **8:00 A.M.** ***Parents need to escort and sign in tardy students after 8 a.m.*** Parents are expected to contact the school explaining the circumstances that result in excessive tardiness.

BICYCLES

Students will be allowed to ride bicycles to school. Pupils in grades kindergarten through second grade are discouraged from riding bicycles to school. The principal may advise a child not to ride his or her bicycle because of hazards around the school. A bicycle rider must obey the same rules as a motorist. All bicycles are to be parked in the rack beside the elementary building.

BOOSTER CLUB

STRAFFORD Elementary has a parent-teacher organization. Meetings are regularly scheduled during the school year. We encourage you to actively participate in our school's booster clubs. The function of the Booster Club is to work with the school administration to ensure our children receive the very best education possible. The school administration is committed to keeping the Booster Club informed of all school programs. This two-way communication is vital for success. All of us working together can and will make a difference! Please refer to their email address for further information: Straffordelementarybooster@gmail.com.

BUS POLICY

All birthday parties/sleepovers with 2 or more additional bus riders must be approved by the building office prior to the party date. The hosting parent should contact the office to make sure other transportation arrangements will not be required. If approved, additional students will still be required to bring a note from their parents stating their child is allowed to ride a different bus for that day.

BUS DISCIPLINE POLICY

Disruptions will be reported to the bus supervisor or principal by the bus driver at the completion of the route. After the principal discusses the disruption with the student, the principal is the one responsible for disciplining the student.

- 1st Written Notice: Warning notice describing incident to parent. The student will sit in an assigned seat for 10 days. (Days in which the student does not ride the bus does not count toward the 10 days.)
- 2nd Written Notice: Warning notice and suspension from riding the bus. Total number of days will be determined by the seriousness of the offense. Further violations will equal increased suspension to expulsion from riding the bus.

*** (Severe infractions will result in automatic suspension of bus riding privileges.)**

CAFETERIA/CHILD NUTRITION PROGRAM

A nutritious breakfast and a hot lunch program is provided for those students who desire this service. All students who qualify for free meals qualify for both free breakfast and free lunch. A family may complete an application for free or reduced-price lunches in the main office of the elementary building. The determining official must approve any free or reduced-price lunch applications.

The school uses a computerized meal system where an account is set-up for each student and is updated daily as they purchase lunch or breakfast. Meal pre-payment envelopes are available from the teacher, the elementary office or you may pay online through the parent portal. You are encouraged to pre-pay weekly or monthly. Notices will be sent out regarding charges and also when the account obtains a zero balance. Please return a payment envelope with a check or cash enclosed to your child's teacher. Don't forget to include all the appropriate information on the outside of the envelope. **Students may not accumulate more than $10 of unpaid meal charges.**

Breakfast, Lunch & Snack Guidelines:

- **Breakfast is served beginning at 7:35 A.M. each full day of school;** please make every effort to have your child at school by 7:50 A.M. to allow time for breakfast.
- **Parents may come to eat lunch with their child only.** No other students will be permitted to eat with other families besides their own. **Parents must check in through the office and check out directly following lunch.**
- **Please refrain from sending students with energy drinks or sodas for lunch and breakfast.** Water, juice, and sports drinks are welcomed. We encourage healthy habits as well as keeping our school clean.
- **Classroom teachers will notify you if students need a snack during the school day.** Please ensure snacks are simple and can be quickly eaten.

ELEMENTARY MEAL TIMES

Breakfast- 1st-4th Grade	● 7:35-7:55 a.m. (seated breakfast) ● 7:50-8:10 a.m. (modified to-go breakfast)
Lunch- First Grade	● 11:00 a.m.-11:30 a.m.
Lunch- Second Grade	● 11:05 a.m.-11:35 a.m.
Lunch- Third Grade	● 11:40 a.m.-12:10 p.m.
Lunch- Fourth Grade	● 11:45 a.m.- 12:15 p.m.

CELL PHONE/ ELECTRONIC DEVICE GUIDELINES FOR ELEMENTARY

While school is in session, students are NOT allowed to wear or use any electronic sending or receiving devices. Cell phones and other electronic devices are not to be used or visible by staff during the school day without the permission of the principal. Smart watches can be worn for time purposes, but if they are used for any other purposes, the student will no longer be allowed to wear the watch. Parents will be notified and/or asked to pick up the device(s). The District is not responsible for lost, damaged or stolen devices. A cell phone may be confiscated from a student and taken to the office, due to repeated usage occurrences during school hours or disruption of learning in the classroom. This decision will be made in conjunction with the teacher and administrator.

CLASS ARRIVAL & DISMISSAL

SCHOOL HOURS: The school day for instruction is from 8:00 A.M. until 3:00 P.M. ***Students should not arrive at school before 7:35 a.m.*** **Students need to wait until a staff member is present outside before entering the building.** Students arriving at school after 7:40 A.M. should report directly to the gymnasium or cafeteria. Students may report to their respective classrooms at 7:50 A.M. Students will not be detained after school without notification of the parent and the principal. No students are to re-enter the building after they are dismissed.

CLASS ROSTERS

The administration spends many hours making sure all classes are equitable in gender, ability and needs with the goal to create heterogeneous groups that work well together with the assigned teacher. If you, the parent, have information about your child that we need to take into consideration as we make class lists (such as not being placed in the same classroom as a relative or if you, as a parent, would not work well with a teacher because of a prior incident) you will be asked to place this information in writing to the elementary principal. Requests for individual teachers will NOT be taken.

CUSTODY ORDER PROCEDURES

The school **must** have a copy of the current court order on file regarding custody; otherwise either parent may check the child out of school with proper identification. It is not the school's responsibility to interpret the judgment regarding the parenting plan of any student enrolled in our school.

DISCIPLINE

Acceptable behavior is essential to an effective school program. We strive to create a school environment favorable to the development of pupils in self-discipline and self-direction. Violation of the school's rules, guidelines and policies will necessitate immediate attention. The severity of student disruption/misbehavior will determine the penalties from the classroom teacher and/or principal.

The parent or guardian shall be notified when disciplinary action through the principal's office is necessary, including the following: **conference with student in the principal's office, scheduled conference with parent or guardian, assignment to ISS (in-school suspension), OSS (out-of-school suspension), and corporal punishment when deemed necessary.**

The school reserves the right to take appropriate disciplinary action in the case of any students guilty of

misconduct during school, field trips and all school functions. Several disciplinary options are available to school administrators and classroom teachers allowed by the Strafford Board of Education and the State of Missouri, including the use of corporal punishment.

***See the entire Student Code of Conduct adopted by the Board of Education at the back of this handbook.**

DRESS AND GROOMING

The atmosphere in which learning takes place exerts a tremendous influence on the participants. It is our belief that cleanliness and neatness in dress enhances the school environment. Each student through his own personal cleanliness and neatness in dress will contribute to a pleasant school environment and a pleasant learning situation. As a rule, students may wear clothing deemed appropriate as long as it does not call attention to itself and thus disturb the educational atmosphere of the school. Clothing which is too tight, revealing or which contains writing that might be offensive to others should be avoided.T-shirts with graphics, messages, or words that may be misconstrued as inappropriate and interrupts the learning environment will not be worn at school. No clothing is to be worn that suggests and/or advertises alcohol, drugs, offensive writing or acts; or displays negative concepts contrary to the best interest of students and the mission of the school district. See Board Policy: JFCA Except for the following guidelines, the responsibility for the appearance of Strafford R-VI students rest with parents or guardians and the students themselves.

Some general stipulations include:

1. Students are to dress conservatively.
2. Clothing that is disruptive to the educational process or is obscene or suggestive is prohibited.
3. Abbreviated clothing, including halter tops and short shorts, are not to be worn.
4. Shirts and blouses must cover the mid-section of the body and may not be see-through
5. Hats, pajamas and/or sleepwear may NOT be worn in the building at any time (unless permitted on designated days)
6. Clothing bearing symbols of tobacco or alcohol; profane, obscene or inappropriate language will not be allowed.
7. Tennis shoes with wheels, “heelies”, will not be allowed.

Class activities that present a concern for student safety may require the student to adjust hair and/or clothing during the class period, in the interest of maintaining safety standards.

Students do participate in physical education and/or recess daily. Please make sure your child is dressed appropriately for the weather and physical activity. We discourage students from wearing sandals to school. They are often unsafe for playground activities due to wood chips and climbing equipment. Tennis shoes are highly recommended for P.E.

TO HELP REDUCE THE NUMBER OF LOST ARTICLES, IT IS STRONGLY RECOMMENDED THAT YOU PUT YOUR CHILD’S NAME ON ALL CLOTHING, BOOK BAGS, AND LUNCH CONTAINERS.

DROP AND ROLL (AM) AND PICK UP AND GO (PM)

Parents of students not riding the bus **must use drop and roll**. All students will be dropped off and picked up in front of the elementary utilizing the student loading zone. School personnel will assist with drop off and pick up. PLEASE DO **NOT** DROP OFF YOUR CHILD UNTIL SCHOOL PERSONNEL ARE THERE TO ASSIST THE STUDENT FROM THE CAR. Parents should be courteous, patient, and remain in line until asked by school personnel to pull forward and/or around. Please help us keep our children and staff safe by staying off your cell phone and being alert during pickup. Parents **MUST** display the school issued identification card when picking up their children in the afternoon. Students who are walking home or whose parents walk to pick them up, will be released after the car lane is empty.

EMERGENCY EXIT DRILLS

Fire, intruder, evacuation, and tornado drills will be conducted at appropriate times during the school year. Students will be given proper instructions by their classroom teachers.

ENROLLMENT INFORMATION

REQUIREMENTS: Kindergarten children must be five (5) years of age before August 1 to enter

school. First grade children must be six (6) years of age before August 1. Students entering the schools in the district will be required to present a birth certificate or other acceptable proof of age if necessary to determine whether the student is eligible to attend school. Each student entering school in all grades is required by the State Health Department to have a complete record of immunizations. This is a state regulation that is monitored each school year.

EXTRACURRICULAR CLUBS

Students will have the opportunity to participate in a variety of after school extracurricular clubs. Students participating in any of the after-school events should bring a note from home, verifying parents' consent. This note will be kept on file for the entire year.

FIELD TRIPS

Each grade level will take a field trip during the school year. All field trips will adhere to school board policy and require the approval of the principal. During the school day, including field trips, children are the responsibility of the faculty and administration. Students should ride the bus to and from the field trip unless there is a medical concern.

GRAND DAY

Strafford Elementary honors grandparents with our designated Grand Days. Grandparents or "adopted" senior citizens are invited to visit our school on the designated days to enjoy a musical presentation and participate in various activities with their student.

HOMEWORK POLICY

Elementary students need time for independent practice of lessons taught during the day. Homework will be directly related to the instruction received during the classroom hours and should serve to increase students' understanding. Parents are encouraged to assist students where appropriate. Students are expected to be diligent in carrying out their homework. Failure to do homework or class work means that a student may lose student privileges. Students will be given every opportunity to achieve scholastic success, but those who persist in not doing schoolwork will be subject to disciplinary action.

GUIDELINES FOR HOMEWORK

If your child is sick and must miss school, please follow these guidelines: No homework should be requested by the parents on the first day missed. This allows 24 hours for teachers to prepare homework assignments. Please pick up homework after school. Students are given two days to make up work for each day missed. When your child misses several days consecutively, you may pick up homework after the missed second day. If your child needs assistance with make-up work, you may make arrangements for him/her to stay after school to work with teacher supervision.

ILLNESS AT SCHOOL

In the event a student should become ill while at school, they will be referred to our school nurse. If the nurse feels the child needs to go home, parents will be contacted and are responsible for having their child picked up from school. If a child has a temperature of 100.4 degrees or greater and is experiencing continued discomfort or pain, the family will be notified. It is extremely important for us to have every child's **emergency information** form on file in the office so that we may contact you quickly if necessary. Emergency treatment will be performed in each individual case in order to prevent undue pain or serious consequences. Please caution your child never to take medication belonging to another child or never to give his/her medication to anyone but the teacher or nurse. Remember your medication could cause serious problems for another person.

- **No aspirin product will be given, even if accompanied by a note.**
- **All medications (prescription and non-prescription) a student will need while at school must be furnished by the parent/guardian. The parent/guardian should deliver the medication to the school nurse and complete appropriate medication administration forms.**

Students should not attend school, and shall be sent home, when one or more of the following conditions exist as recommended by the Department of Health.

1. Chicken Pox: Children may return to school 7-10 days after the onset of the rash and when all lesions are crusted.
2. Temperature: Children with a temperature of 100.4 degrees or greater are considered to have fever and will be sent home. A student cannot return to school until he/she is free of fever for 24 hours without using any type of fever-reducing medicine such as ibuprofen (ex. Motrin, Advil) or acetaminophen (ex. Tylenol). Our primary concern is for your child to be physically well and mentally alert in order to achieve academically.
3. Strep Throat: Children having strep throat should be home on medication 24 hours before returning to school.
4. If a student throws up or has diarrhea at school, they will be sent home.
5. Any student with a rash will not be allowed to attend school unless they have a physician's note that it is not communicable.
6. Any student with possible pink eye will be sent home. They may return when they are on medication, redness is gone or doctor's note that they are not communicable.
7. Head Lice - No-Nit Policy: Students who have head lice will be sent home. They are not to return to school until they have shown proof of receiving treatment and nit removal. Parents must bring their student to the nurse's office after any incidents of head lice to be cleared for admittance to class. 8. Scabies: Students will be sent home. They may not return until proof of treatment

LIBRARY

Students will be allowed to check out library books. The student will be responsible for lost, destroyed or abused books. Library books should be returned on or before the due date. All books should be returned prior to the last week of school.

MEDICAL INFORMATION

Any information concerning a student, including medical problems, vision/hearing, learning problems, discipline procedures or any other special concerns should be reported to the nurse and to the school principal. This information is kept confidential. No medication will be given to any student at school without parent/guardian's written permission.
The school will only be allowed to treat injuries as a first-aid measure. Home injuries/accidents must be treated at home. Minor first aid will be administered by the teacher for accidents that occur on the school grounds.

STUDENT MEDICATION POLICY (Adopted, 1996) ADMINISTERING MEDICINES TO STUDENTS

With the exception of students in special education programs, or those with Section 504 Accommodation Plans, the school district is not obligated to supply or administer medication to children. However, the Board recognizes that some students may require medication for chronic or short-term illness during the school day to enable them to remain in school and participate in their education. Therefore, the Board directs the superintendent to establish procedures for the administration of medication for any student provided the following requirements are met. The administration of medications, including over-the-counter medications, are nursing activities which must be performed by a registered professional nurse or a licensed practical nurse. A registered professional nurse may delegate and thereby will supervise the administration of medication by unlicensed personnel who are trained by the nurse to administer medications.

I. Prescription Medication

A. The student's physician shall provide the school with a written request that the student be given medication during school hours. The request shall state the name of the student, name of the drug, dosage, frequency of administration, how the medication(s) is to be given and the doctor's name. The prescription label will be considered an equivalent of the physician's order for short-term medication. When possible, descriptions of any adverse effects and any applicable emergency instructions will be provided.

B. The parent/guardian will provide a written request that the school district comply with the physician's request to give medication. The district will not administer the first dose of any medication. C. The parent/guardian will supply the medication in a properly labeled container from the pharmacy with only the doses to be given at school, and with instructions for any special need for storage, e.g.

refrigeration. The medication will be delivered to the school by the parent/guardian or other responsible adult. Medication supplies should not exceed a 30-day supply.

II. Over-the-Counter Medication

A. Written permission must be obtained from a parent/guardian to administer over-the-counter medications which have been prescribed. This permission must be renewed at least annually. ● **No aspirin product will be given, even if accompanied by a note.**

III. Emergency Medication

All schools in the district should be equipped with medication to be administered in the event of a severe allergic reaction. The emergency medication and physician's orders for such medication shall be kept in a secure location but easily accessible to qualified designated personnel. **IV. Self Administration of Medication**

A physician may recommend that an individual student with a chronic health condition assume responsibility for his or her own medication as part of learning self-care, e.g. inhalers used for asthma. A. The student's physician shall provide the school with a written request that the student be allowed to administer the medication during school hours.

B. A parent/guardian shall provide a written request that the school district comply with the physician's request.

C. Please caution your child to never take medication belonging to another child or never to give his/her medication to anyone but the teacher or nurse. Remember your medication could cause serious problems for another person." should be moved and placed under self-administration of medication. The reason is because no student should have medication with them in elementary school (with the rare occasional exception of needing an inhaler because they lost one, go to POWWOW or another house after school, or they may have an epi-pen). Also, since it is the parent or other designated adult that is supposed to bring medication to the nurse instead of the child, the sentence **V. Documentation**

A record documenting the student's name, date, time, name of medication, reason for administering, dosage administered, effect of medication and signature of the individual who administered the medication must be maintained.

MOVING

When parents are planning to move to another school district, it is important to let the school know at least one week in advance. The teacher and office need advance notice in order to get grades, records, and transfer papers ready for a smooth transition into a new school.

PARENT-TEACHER CONFERENCES

The parent-teacher conference is an annual event at the end of the 1st quarter. Parents receive their child's report card at this conference. Additional conferences may be scheduled at other times throughout the year with the teacher during the teacher's conference time or after school.

PARTIES

It has been the custom to have classroom parties in the fall, Christmas, and Valentine's Day for our elementary students. The exact dates of each party will be announced at school. Parties for any other occasions must have advanced approval of the building principal, and should not be an excessive number during the school year. In compliance with the Greene County Health Department and to prevent the spread of foodborne illness and safeguard students with allergies, all snacks must be store-bought and not homemade. All food products should have an ingredient label for allergen verification.

PERSONAL CORRESPONDENCE

If a student has a need to change their after-school plans from their normal routine, it is necessary for the parent to notify the teacher/office. This should be communicated at the beginning of the day. **If a change in dismissal has not been received, your child will be sent home via the regular dismissal route listed on the Student Profile or KIDACCOUNT. In an emergency, parents may call the office to make a schedule change; calls must be received by 12:00.**

PERSONAL CORRESPONDENCE (Special Events)

Party invitations will not be passed out at school unless the whole class is invited. **Transportation from school for any parties will be the responsibility of the inviting parent/guardian. To avoid**

overcrowding on the bus, approval must go through the transportation manager.

POW-WOW

Pow-Wow is the district operated school age afterschool program. Pow-Wow, located on the elementary campus, provides affordable after school childcare for students ages 5-12 years with quality structured activities. The children have age appropriate tutoring, large motor activities and recreational time. This program promotes the importance of education and makes it exciting for the children to expand their knowledge of many topics while having fun in a safe, nurturing environment.

PUBLICATIONS

All students will be included in Strafford Elementary media publications (which may include: district, building and classroom newsletters; district website; Strafford Morning Show; yearbook; Facebook and other district means of promoting student achievement). **Parents must notify the elementary office in writing any time before Friday, August 28th if their child should be excluded from publications**.

SCHOOL CANCELLATION

When school is not in session because of weather conditions, the school-wide emergency notification system will be utilized. It will also be posted on local radio, television stations, the school website and social media pages.

AMI DAYS

WHAT DOES ALTERNATIVE METHODS OF INSTRUCTION (AMI) MEAN? - AMI simply allows for the continuation of learning when students miss days of regular instruction due to district closure. Students will have the opportunity for skill reinforcement, remediation and enrichment through electronic or conventional paper lessons. The Missouri Department of Elementary and Secondary Education has granted the Strafford R-VI School District days this school year on which students will be expected to continue learning off-site (home, etc.). Some benefits of an AMI day include: assisting in eliminating gaps in learning by providing learning activities and reducing the need for days to be added at the end of the school calendar.

How Will AMI Days Work?

- We will continue to communicate about a snow day as we have in the past, however on certain days, it will be announced that we are not having school due to weather but we are having an AMI Day. It will be announced as AMI Day 1, 2, 3, etc.
- Teachers will use online resources or AMI packets, depending upon the grade level, containing lessons to be completed on AMI days.
- Instructions and information will be provided by your child's teachers, and students are expected to complete and submit learning activities within three (3) days of returning to school. If you have questions about learning activities, please do not hesitate to contact your child's school or teacher through email as teachers will be monitoring their emails during regular school hours.

IMPORTANT POINTS TO REMEMBER FOR AMI DAYS AT Strafford R-VI:

- Students will NOT attend school on an AMI day. All students will have instructional activities to be completed at home on AMI days.
- AMI days count as instructional days and do not have to be made up at the end of the school year if students and staff complete assigned work.
- Students who do not complete and submit AMI assignments, within three (3) days of returning to school, will be marked absent for the related AMI day.
- The Missouri Department of Elementary and Secondary Education has allowed five AMI days (36 hours) for the school year.
- As we implement this new method, we anticipate that we will learn lessons along the way and make necessary adjustments to improve our AMI plan to best meet the needs of our students. If you have further questions or concerns, please do not hesitate to phone or email your child's school.

SCHOOL COUNSELING SERVICES

School counseling services are available for every elementary student in school. School counseling activities take place in the classroom on a regular basis. Services also include study help, help with home, school and/or social concerns, or any questions or problems the student may wish to discuss with the elementary guidance counselor. Individual and small group counseling services are available to the student with permission from the parent. **Outside counseling services**: If a student receives counseling services outside the district, it must be done outside school hours unless it is arranged with principals.

SELLING IN THE SCHOOL

No article or service may be sold by or to pupils in the elementary school except those approved by the elementary principal. Students should not solicit others during the school day.

SNOW ROUTES

On occasion when weather conditions make it impossible to follow the normal routes, it will be necessary that our bus drivers ask some students to meet them at a selected place. The students will be contacted by their bus driver as to where they will be picked up. Those students whom the bus driver cannot pick up due to road conditions will also be contacted.

SOLICITATIONS

No pupil, teacher, or other school employee, while on school premises, shall be solicited by agents of business, commercial or financial institutions.

STUDENT INSURANCE

Student insurance is offered at the beginning of the school year. It is NOT through the school, but a service that is offered at a reasonable rate for those families who do not have insurance or want additional insurance for their child. For more information or to obtain forms, please visit the school website. The school does not carry any medical or accidental insurance on students; that is the responsibility of the parents. The school does carry liability insurance on all persons.

TECHNOLOGY

ARTIFICIAL INTELLIGENCE USE

In 2024, the Strafford Board of Education approved policy EHBD on Artificial Intelligence Use. Full details can be found at https://www.straffordschools.net/

INTERNET PUBLISHING GUIDELINES

Our school's web page is a valuable tool in communicating events, awards, and general news. At times we may want to recognize student accomplishments or post exemplary student work for a global audience to view. This material will only be used for activities related to the school's web site.

PARENT PORTAL ACCESS

Parents/guardians may obtain access to their student's academic progress, discipline, and lunch account through the district's parent portal. Parents must contact the office to secure login information.

TELEPHONES

The school phone is a business phone and is not to be used for making arrangements to go home with friends. We find that most plans and reminders can and should be made at home and not at school. Students are not allowed to use the telephone except for **emergencies only.** We will be glad to deliver incoming messages to the student. If an emergency arises, the student must have permission from his/her classroom teacher before being allowed to use the school phone. The learning environment will not be disrupted by phone calls to teachers; however, you may use the automated voicemail system to leave messages to teachers to return calls at their earliest convenience. ***Any cell phone must be turned off and in the student's backpack. If a student's phone or device (watch, etc…) disrupts the classroom it will be confiscated. Any device confiscated will need to be picked up by the parent in the office.***

TEXTBOOKS

Textbooks must be properly used, cared for and returned. Students must turn in all textbooks when withdrawing from school. If a textbook is lost, damaged, or destroyed, teachers shall not issue another book unless the student has paid for the lost, damaged or destroyed book.

TOYS/ITEMS FROM HOME

In order to help students focus fully on academics, we ask that they refrain from bringing toys to school. If a student should forget and have a toy with them, the teacher will hold it for the child until dismissal time. If the toy continues to come to school, we may ask that a parent come to pick it up. **Toys should only be brought to school with the teacher's prior permission.** No playground equipment such as bats, balls, etc. should be brought from home. Pagers, telephones, electronic games, trading cards and walkie-talkies are not allowed. Students should refrain from bringing items.

VISITORS

Visitors are welcome at Strafford Elementary. The faculty and staff feel that a close working relationship among parents, teachers, and community is of great value to our school. **All visitors must present proper ID and sign in at the elementary office.** You will receive a Visitor's pass that **MUST** be worn in visible site and returned upon your departure. We value every minute of instructional time with our students. Unless you have an appointment or are volunteering in the classroom as scheduled by the teacher, parents **will not be allowed** to enter the classroom.

Strafford R-VI School District Charging Policy

The Board of Education will allow students to charge up to $-10.00. Once a student reaches $-10.00 they will be offered an alternative meal. Please make regular deposits into your student's account to maintain a positive balance and to prevent them from receiving an alternative meal.

The alternative meal consists of a peanut butter and jelly sandwich and a student's choice of milk.

- The alternative meal is offered up to five consecutive days
- The alternative meal is offered only at lunch time. It is received at the point of service.
- Payment Options:
  1). In person- You may bring your student's deposit to the office of any building or send it in with your child.
  2.) Pay Online: Going through your parent portal and using a credit card. ($2 transaction fee)
  3.) Pay by mail: send to 201 W. McCabe, Strafford, Mo. 65757
- Balance on account is checked prior to a student purchasing anything "extra" in order to keep charges at the limit.
- Households are notified the same day their student's account reaches the charging limit via automated messenger and/or by email notification.
- Reminder envelopes are sent home weekly in the Elementary/ECC and Middle School. In the elementary notices begin at $7 and down. In the Middle School, notices are sent home to any student with a negative balance. HS students are told at point of service and may be handed an envelope too.
- All students can check the balance in their account at the scanner table after the serving line is done.
- Students' balance and meal purchases can be viewed at any time on your Parent Portal.
- In May, approximately one week prior to last meal served, no charging will be allowed. This helps ensure that there are no outstanding negative balances at the end of the school year. During this time the alternative meal is offered and provided for students with any negative balance.
- All <u>second</u> meals are charged at full-price regardless of students meal benefits (free/reduced).
- <u>Kindergarten-</u> the afternoon milk offered daily at snack time, cost $0.30. This cost is the same for all students whether, free, reduced or full-pay. This milk is not a part of the National School Breakfast Program or the National Lunch Program. Charging policies apply to this afternoon milk.
- If a student gets both (tray and food bar), within the same mealtime, then the second meal is served at full-price regardless of student's meal benefit status.
- Snack Bar, and pizza are cash only. Pizza and snack bar is offered to upper EL on Thursdays.
- Regarding delinquent debt- All fines are to be paid by the end of each school year. Account balances must be below the charging limit to attend Field Trips.
- This institution is an equal opportunity provider.

STUDENT DISCIPLINE

It is essential that the district maintain a safe school environment and a climate that allows teachers to communicate effectively with all students in the class and allows all students in the class to learn. Discipline will be equitably applied and viewed as a learning opportunity with the ultimate goal of improving behavior, safety and the school climate. The district seeks to minimize the unnecessary exclusion of students from classrooms and school and encourages the superintendent and district staff to exclude students only when necessary to maintain a safe and appropriate learning environment.

The superintendent or designee is authorized to contact the district's attorney for advice on the legality of district discipline or the discipline process. The Board encourages the superintendent to recommend changes to Board policy related to student discipline as needed.

Discipline Code
To assist district staff in maintaining the necessary education environment, the Board of Education has created a discipline code that addresses the consequences for students whose conduct is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of other students.

The district's comprehensive written code of conduct includes, but is not limited to, this policy, JG-R1, JGA, JGB, JGD, JGE, JGF and associated procedures. The district's comprehensive written code of conduct will be placed on the district's website, and a copy will be available in the superintendent's office during normal business hours. The code of conduct will be distributed to all students and their parents/guardians at the beginning of each school year, which may be accomplished by directing students and parents/guardians to the district's website. These policies, regulations and procedures will apply to all students in attendance in the district's instructional and support programs as well as at district-sponsored activities.

Equity
All district staff are required to enforce district policies, regulations and procedures in a manner that is consistent, developmentally appropriate and equitable. District staff who increase or decrease the consequences for student misconduct based on individual circumstances must document the reasons for the variance. The superintendent or designee will regularly review district discipline data to determine whether district policies are being equitably enforced and, when necessary, make recommendations to the Board for policy changes, training or resources to further the district's goals for providing equitable education to all students.
FILE: JG Critical

Discipline for Off-Campus Misconduct
Students may be disciplined for misconduct that occurs off district grounds and outside a district activity when allowed by law including, but not limited to, the following situations:

1. The district's technology is used.
2. The student's conduct negatively impacts the education environment or there is a nexus to the education environment.
3. The student has been charged with, convicted of, or pled guilty to the commission of a felony

in a court of general jurisdiction(not a juvenile court). The Board may suspend such students after a hearing in accordance with law.
4. The student has been indicted on, charged with or convicted of one of the specific crimes listed in § 167.171, RSMo. (see in policy JEC) or a petition has been filed or adjudicated in juvenile court involving one of the specific crimes listed in § 167.171, RSMo. The district shall exclude such students from school or from the general education environment after appropriate due process.
5. The student transfers to the district during a suspension or expulsion from another public school or a private or parochial school, and the district determines that the conduct would have resulted in a suspension or expulsion in this district. The district may honor a student's suspension or expulsion in such cases after providing appropriate due process when necessary.

Immediate Removal
The Board authorizes the immediate removal of a student upon a finding by a principal or superintendent that the student poses a threat of harm to self or others, as evidenced by the prior conduct of such student. Any such removal will be subject to the appropriate due process procedures and in accordance with law.

Enforcement
Building principals are responsible for the development and enforcement of additional student conduct rules needed to maintain proper behavior in schools under their supervision. All such rules shall be consistent with Board-adopted discipline policies and regulations. Teachers have the authority and responsibility to make and enforce necessary rules for discipline 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.

All district staff enforcing student discipline should seek to minimize, as much as possible, the amount of instructional time the student loses.

Training
All district employees shall annually receive instruction related to the specific contents of the district's comprehensive code of conduct and any interpretations necessary to implement its provisions including, but not limited to, confidentiality requirements and the approved methods for dealing with acts of school violence and disciplining students with disabilities.

Adopted:
Revised: March 18, 2010/September 29, 2020
Cross Refs: AC, Prohibition against Discrimination, Harassment and Retaliation AH, Use of Tobacco Products and Imitation Tobacco Products ECD, Traffic and Parking Controls EGAAA, Reproduction of Copyrighted Materials GBH, Staff/Student Relations IGBD, At-Risk Students IKFB, Graduation Exercises ILA, Test Integrity and Security **MSIP Refs:** I-8 **Legal Refs:** §§ 160.261, 167.117, .161, .171, 171.011, RSMo. Beussink v. Woodland R-IV Sch. Dist., 30 F.Supp. 2d 1175 (E.D. Mo. 1998)
Strafford R-VI School District, Strafford, Missouri

FILE: JG-R Critical

STUDENT DISCIPLINE

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses, which if committed by a student, will result in the imposition of a disciplinary action that is appropriate to the age and developmental level of the child. These disciplinary actions may range up to the consequences listed. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences, including corporal punishment, that extend beyond this code of conduct as determined by the principal, superintendent, and/or Board of Education. In addition, placement in an alternative education setting, in keeping with the Safe Schools Act, may be used by administrative decision. This code of conduct is in force on all school property, on school buses, and at school activities regardless of whether or not school is in session. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots, and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law (House Bill 1543).

Reporting to Law Enforcement
It is the policy of the Strafford R-VI School District to report all crimes occurring on district property to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF.
The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

Documentation in Student's Discipline Record
The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operations of the schools and in accordance with the law and policy JGF.

Conditions of Suspension, Expulsion and Other Disciplinary Consequences All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee. When appropriate, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is

not suspended or expelled from school. Likewise, a student may become ineligible for or be required to forfeit any honors and awards as a disciplinary consequence.

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

1. The student is under the direct supervision of the student's parent, legal guardian, custodian or another adult designated in advance, in writing, to the student's principal by the student's parent, legal guardian or custodian, and the superintendent or designee has authorized the student to be on district property.

2. The student is enrolled in and attending an alternative school that is located within 1,000 feet of a public school in the district.

3. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

If a student violates the prohibition in this section, he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences," listed below.

Impact on Grades

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

Prohibited Conduct

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

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

First Offense: No credit for the work, in-school suspension

Subsequent Offense: No credit for the work, grade reduction, course failure, in-school suspension

2. Arson--Starting or attempting to start a fire or causing or attempting to cause an explosion.

First Offense: Detention, in-school suspension, 1-180 days out-of-school suspension or expulsion. Restitution if appropriate.

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

3. Assault

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

First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

B. Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes assault in the first or second degree. First Offense: 10-180 days out-of-school suspension or expulsion Subsequent Offense: Expulsion. 4. Automobile/Vehicle Misuse—Uncourteous or unsafe driving on or around district property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on district property.

First Offense: Suspension or revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: Revocation of parking privileges, detention, in-school suspension, or 1-180 days out-of-school suspension.

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

other wireless communication device, computer or pager.

First Offense: Detention, in-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

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

First Offense: Written warning notice describing the incident to parent. The student will sit in an assigned seat for 10 days. (Days in which the student does not ride the bus do not count toward the 10 days.)
Second Offense: Written notice and a suspension from riding the bus for a minimum of 5 days. Total number of days will be determined by the seriousness of the offense. Further violations will equal increased suspension to expulsion from riding the bus.

7. Computer Use

A. Damaging Equipment

First Offense: Responsible for any cost to affect repair and suspension from computer use except for class assignments when directly supervised by the teacher for one quarter.

Second Offense: Responsible for costs and suspension from computer use for one semester.

Third Offense: Suspension from computer use.

B. Writing Profanity (inappropriate language)

First Offense: Copy to parents, restricted use as above.

Second Offense: 2 days after school detention.

Third Offense: 1 day Saturday School, suspension from computers for one semester.

Directed at Staff: 5 days out-of-school suspension.

C. Unauthorized Access (stealing or cheating from files or unauthorized use of equipment)

First Offense: Restricted computer use for one quarter and one day After School Detention.

Second Offense: Suspension from computers for one semester and one Saturday School.

D. Tampering With Files

First Offense: Restoration of files if possible; restricted computer use for one semester.
Second Offense: Restoration of files if possible; restricted computer use for one semester, two days After School Detention.

Third Offense: Suspension from computers for one semester.

E. Logging Into Network as Someone Else Without Teacher's Permission (cheating, stealing, or vandalism to files)

First Offense: Restricted computer use for one quarter.

Second Offense: Restricted computer use and two days After School Detention.

Third Offense: Suspended from computer use for one semester and three days After School Detention.

F. Inappropriate Use (sending notes to other students, etc.)

First Offense: Restricted computer use for two weeks.

Second Offense: Restricted computer use for one quarter.

Third Offense: Restricted computer use for one semester and two days After School Detention.

Restricted computer use means that students may only use the computers for required assignments when supervised directly by a teacher. Suspended from computer use means no use at all for a specified period.

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

First Offense: Nullification of forged document. Principal/Student conference, detention, in-school suspension, and/or 1-10 days out-of-school suspension.

Subsequent Offense: Nullification of forged document. Detention,

in-school suspension, and/or 1-180 days out-of-school suspension, or expulsion.

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

First Offense: Principal/Student conference, detention, in-school suspension, or 1- 10 days out-of-school suspension.

Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension or expulsion.

10. Drugs/Alcohol (see Board policies JFCH and JHCD) The Strafford R-VI School District may conduct drug and firearm searches on all premises of the district during the school day or during extra curricular events.

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

First Offense: In-school suspension and/or 1-180 days out-of-school suspension

Second Offense: 1-180 days out-of-school suspension or expulsion

B. Possession of or attendance while under the influence of or soon after consuming any authorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV, or V in section 202 of the Controlled Substances Act. FILE

First Offense: In-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense: 11-180 days out-of-school suspension or expulsion.

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

First Offense: 1-180 days out-of-school suspension or expulsion

Subsequent Offense: 11-180 days out-of-school suspension or expulsion.

11. Electronic Devices/Cell Phones – Cell phones and other electronic devices are not to be visible by teachers and administrators and are not to be used without the permission of the principal.

First Offense: confiscate, parent conference, and in-school suspension

Second & subsequent violations: 1-3 days out-of-school suspension

12. Extortion--Threatening or intimidating any student for the purpose of obtaining money or anything of value.

First Offense: Principal/Student conference, detention, in-school suspension, and/ or 1-10 days out-of-school suspension.

Subsequent Offense: In-school suspension, and/or 1-180 days out-of-school suspension, or expulsion.

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

First Offense: Restitution. Principal/Student conference, detention, or in-school suspension.

Subsequent Offense: Restitution. Detention or in-school suspension.

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

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

First Offense: Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

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

First Offense: Restitution. Principal/Student conference, detention, in-school suspension, and/or 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: Restitution. In-school suspension, and/or 1-180 days out-of-school suspension or expulsion.

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

First Offense: Principal/Student conference, detention, in-school suspension, and/or 1-180 days out-of-school suspension.

Subsequent Offense: In-school suspension and/or 1-180 days out-of-school suspension, expulsion.

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

First Offense: Principal/Student conference, loss of privileges, detention, or in school suspension.

Subsequent Offense: Principal/Student conference, loss of privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

18. Gangs—The Board of Education feels that the presence of gangs and gang activities can cause a substantial disruption of or material interferences with school and school activities. A "gang" as defined in this policy is any group of two or more persons whose purposes include the commission of illegal acts. By this policy, the Board of Education acts to prohibit the existence of gangs and gang activity as follows:

No student on or about school property or at any school activity:

1. Shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other things which are evidence of membership or affiliation in any gang.

2. Shall commit any act or omission or use any speech, either verbal or nonverbal (gestures, handshakes, etc.) showing membership or affiliation in a gang.

3. Shall use any speech or commit any act or omission in furtherance of the interests of any gang activity, including, but not limited to:

a. soliciting others for membership in any gang;

b. requesting any person to pay protection or otherwise intimidating or threatening any person;

c. committing any other illegal act or other violation of school district policies;

d. inciting other students to act with physical violence upon any other person.

First Offense: Principal/student conference, 1-3 days in-school suspension, 1-10 days out-of-school suspension, documentation in student's discipline file.

Subsequent Offense: 10-180 days out-of-school suspension, expulsion, and documentation in student's discipline file.

19. Harassment, including Sexual Harassment (see Board policy AC)

A. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability, or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments: requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

First Offense: Principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

B. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

C. Students who believe they have been victims of or have witnessed sexual harassment should report the incident (s) to any teacher, guidance counselor or school administrator. The staff member who received the complaint shall promptly inform the administrator who is designated to investigate such reports, or the next level administrator who is not the subject of the complaint. There will be no adverse action taken against a person for making a complaint of sexual harassment when the complainant honestly believes sexual harassment has occurred or is occurring or for participating in or cooperating with an investigation. Adverse action would include any form of intimidation, reprisal or harassment such as suspension, expulsion, termination, change in educational conditions, loss of privileges or benefits, or other disciplinary action. Any individual who retaliates against any employee or student who reports, testifies, assists, or participates in an investigation or hearing relating to a sexual harassment complaint will be subject to discipline.

First Offense: Principal/student conference, detention, in-school suspension, and/or 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: In-school suspension and/or 1-180 days out-of-school suspension, or expulsion.

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

First Offense: In-school suspension or 1-180 days out-of-school suspension.
Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

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

First Offense: Confiscation. Warning, principal/student conference, detention, or in-school suspension.

Subsequent Offense: Confiscation. Principal/Student conference,

detention, in-school suspension, or 1-10 days out-of-school suspension.

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

First Offense: Confiscation. Warning, principal/student conference, detention, or in-school suspension.

Subsequent Offense: Confiscation. Principal/student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

23. Public Display of Affection -- Physical contact that is inappropriate for the school setting including, but not limited to, kissing, groping, inappropriate hand holding and intimate hugging.

First Offense: Principal/Student conference, detention, in-school suspension and/or 1-180 days out-of-school suspension.

Subsequent Offense: Detention, in-school suspension and/or 1-180 days out-of-school suspension or expulsion.

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

First Offense: Confiscation. Principal/student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: Confiscation. Detention, in-school suspension, 1-180 days out-of school suspension, or expulsion.

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

First Offense: Principal/Student conference, detention, in-school suspension, or 1- 180 days out-of-school suspension.

Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

26. Tardiness—When a student arrives late to school after the first period has begun, he/she must go directly to the building office to receive disciplinary action for lateness. The student is tardy if he/she is not in his/her classroom when the tardy bell rings. With proper planning, the student should not be tardy.

First Offense: Write up to the office, student receives one (1) after school detention.

Second Offense: Write up to the office, student receives two (2) after school detentions.

Third Offense: Write up to the office, in-school suspension.

Subsequent Offense: Write up to the office, out-of-school suspension. 27.

Technology Misconduct (See Board policies EHB and KKB and procedure EHB-AP)

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

First Offense: Restitution. Principal/student conference, loss of user privileges, detention, in-school suspension and/or 1-180 days out-of-school suspension.

Subsequent Offense: Restitution. Loss of user privileges and/or 1-180 days out of-school suspension or expulsion.

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

First Offense: Confiscation, principal/student conference, detention, or in school suspension.

Subsequent Offense: Confiscation, principal/student conference, detention, in school suspension, 1-180 days out-of-school suspension, or expulsion.

C. Violations, other than those listed in (A) or (B) above, of Board policy EHB, procedure EHB-AP or any policy or procedure regulating student use of personal electronic devices.

First Offense: Restitution. Principal/student conference, detention, in school suspension, and/or 1-180 days out-of-school suspension.

Subsequent Offense: Restitution. Loss of user privileges and/or 1-180 days

out of-school suspension.

D. Use of audio or visual recording equipment in violation of Board policy KKB.

First Offense: Confiscation. Principal/Student conference, detention, or in school suspension.

Subsequent Offense: Confiscation. Principal/Student conference, detention, in school suspension, or 1-10 days out-of-school suspension.

28. Theft—Theft, attempted theft or knowing possession of stolen property.

First Offense: Return of or restitution for property. Principal/student conference, detention, in-school suspension and/or 1-180 days out-of-school suspension.

Subsequent Offense: Return of or restitution of property. 1-180 days out-of-school suspension or expulsion.

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

First Offense: Principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension or expulsion.

30. Tobacco

A. Possession of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in tobacco cessation program may only be possessed in accordance with district policy JHCD.

First Offense: Confiscation of prohibited product. Principal/student conference, detention, in-school suspension.

Subsequent Offense: Confiscation of prohibited product. Detention, in-school suspension, or 1-10 days out-of-school suspension.

B. Use of any tobacco products, electronic cigarettes, or other nicotine-delivery

products on district property, district transportation or at any district activity. Nicotine patches or other medications used in tobacco cessation program may only be used in accordance with district policy JHCD.

First Offense: Confiscation of prohibited product. Principal/student conference, detention, in-school suspension and/or 1-3 days out-of-school suspension.

Subsequent Offense: Confiscation of prohibited product and/or in-school suspension and/or 1-10 days out-of-school suspension.

31. Trips--Students given permission to attend school-sponsored activities must understand that their responsibility is to represent the Strafford Schools in a positive manner. Any violation of school policies, failure to follow sponsors' instructions or breaking the law in any way will result in not being allowed to participate in future activities where representing the school is involved.

The school bus is the recommended means of transportation for trips. Students making any type of school-sponsored trip must return by the same means. Only by direct request of a parent or guardian and only to ride in the car with parent or guardian will be the exception to this policy.

32. Truancy (see Board policy JED and procedures JED-AP1 and JED-AP2)--Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians.

First Offense: Principal/Student conference, detention, or 1-3 days in-school suspension

Subsequent Offense: Detention or 3-10 days in-school suspension.

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

First Offense: Principal/student conference, detention, in-school suspension, or 1- 180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

34. Vandalism (See Board Policy ECA)--Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff, or students.

First Offense: Restitution. Principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion.

Subsequent Offense: Restitution. In-school suspension and/or 1-180 days out-of-school suspension or expulsion.

35. Weapons (see Board Policy JFCJ)

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

First Offense: In-school suspension, detention, or 1-180 days out-of-school suspension or possible expulsion.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion

B. Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in Section 571.010, RSMo. (a blackjack, a cancelable firearm, an explosive weapon, a firearm, a firearm silencer, a gas gun, a knife, knuckles, a machine gun, a projectile weapon, a rifle, a shotgun, a spring gun, or a switchblade knife) or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930 (g)(2).

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

Subsequent Offense: Expulsion.

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

First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion

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

Revised: December 21, 1995/November 21, 1996/July 22, 1997/November 20, 1997/ September 24, 1998/February 18, 1999/March 18, 1999/May 16, 2001/ April 19, 2004/February 16, 2005/May 15, 2008/March 19, 2009/May 19, 2011/March 26, 2013/November 17, 2016

Strafford R-VI School District, Strafford, Missouri

ELEMENTARY CURRICULUM GUIDELINES

The elementary program seeks to provide an opportunity for each student to reach their maximum learning potentials. Basic skills are taught in the following core subject areas to create a sound educational foundation and provide skills which will serve the student in their future learning pursuits. Our

instructional program is ever changing to meet students' needs.

ENGLISH LANGUAGE ARTS: This area includes instruction in reading, writing, spelling, listening and speaking skills. The objective is to develop essential written and oral communication skills. The emphasis begins in kindergarten with learning to follow oral directions, detect likenesses and differences, recall the sequence of events in a story and classify objects into appropriate groups. By the completion of elementary school, students should be able to write in complete sentences with proper grammatical construction and correct spelling and punctuation. They should be able to apply these skills in writing correspondence such as business letters and reports.

READING: We feel reading is of the utmost importance to each student's present and future success, and our reading program reflects our concern that each child learn to read effectively. Our developmental reading program begins with reading readiness skills such as auditory and visual discrimination activities and allows the student to progress at his own rate in a systematic fashion. The program is designed to individualize instruction based on the student's needs and reading levels. The objective is to develop the student's oral and silent reading skills to the point that the student is an efficient reader. There are a few concepts about reading with which you should be familiar to better understand your child's program:

- Children learn to read at different rates.
- Children in any particular class, regardless of the organizational pattern used, will show different strengths and weaknesses in reading.
- Children must be taught on or near the levels at which they read if progress in reading is to occur.

Many factors interpret your child's reading grade; both the grade and level on which he is reading must be looked at together.

MATHEMATICS: Stress is placed on developing the skills of addition, subtraction, multiplication, and division that are needed to successfully solve the mathematical problems encountered in everyday living. The objective is to develop the ability to apply these skills in situations requiring math computations. In kindergarten, the emphasis is on establishing one-to-one correspondence between equivalent sets, determining which is larger-smaller, longer-shorter, taller-shorter when given two similar objects, writing numerals from 1 to 10, and naming the ordinal position of an object in a set. As children progress, stress is placed on mastery of addition, subtraction, and multiplication facts, making change, telling time, and measuring and recording lengths. By completion of elementary school, students should be able to multiply a number by a two digit factor, solve division problems with one digit divisors, read and write decimals, add, subtract, multiply, and divide fractions, interpret simple graphs, and figure area and perimeter.

SCIENCE: The student learns about basic scientific concepts. The objective is to develop his understanding of matter, time, space and their interrelationships with the environment in which we live.

SOCIAL STUDIES: During the course of his studies, the student will learn about the world he lives in, beginning with his own community and progressing to a study of the state, nation and continents. The objective is to develop the student's understanding of the United States and its form of government while familiarizing him with the many other ways of life in our world. Students are also exposed to different career areas and specific occupational choices.

PHYSICAL EDUCATION: Students receive a regular program of physical exercise and activities intended to develop their growing bodies and provide for good physical conditioning. The basic objectives of the program are to:

(1) develop and maintain maximum physical efficiency
(2) develop useful physical skills
(3) act in socially useful ways
(4) promote wholesome physical recreation

A pupil who has an ailment or disability which necessitates a "limited" physical education program or one who should be excused entirely from physical education must have on file with the physical education teacher a doctor's statement to that effect. Cases of more severe injury of illness will require a written doctor's statement for re-entry to the physical education program.

ART: Students are exposed to different art mediums and provided an opportunity to express themselves through these. Students are able to develop an appreciation of our cultural heritage and the contribution of art to our lives. Students begin by learning the differences in different media, different types of lines, and work with the primary colors. The student, as he progresses, will learn to mix colors to achieve desired tints, shades and hues while learning to evaluate the creative expression of others and demonstrating sensitivity toward well done art work.

MUSIC: The music program is designed to teach students basic musical skills and to expose them to different types of music, thus enhancing their appreciation of different forms of music. Fourth grade students will have the opportunity to participate in the Honor Choir.

LIBRARY: The library is available for individual students or small groups at any time from 8:00 a.m. to 3:00 p.m. for check out, research, class assignments, leisure reading, learning centers, etc. Students are permitted to check books out of the library for a two week period of time. Additional books will not be checked out to students having books that are more than five (5) school days late. Students are expected to pay for lost or damaged books.

GIFTED PROGRAM: This program is designed to meet the needs of students having met established criteria. Students will be given the opportunity to meet at least once a week to expand and enrich areas of study.

STEM: The STEM lab is designed to encourage students to use innovative thinking by applying the rigor of science, technology, engineering, and mathematics content into project based lessons.

(Curriculum standards and guidelines are reviewed by the board for effectiveness and changes on a regular basis)

NOTICES

NoChild Left Behind Act of 2001

Our district is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know. Upon your request, our district is required to provide to you in a timely manner, the following information:

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

In addition to the information that parents may request, districts must provide to each individual parent:
*Information on the achievement level of the parent's child in each of the state academic assessments as required under this part.
*Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

Principles of Effectiveness: The No Child Left Behind Act of 2001 required a school district to select and develop its program or activities based on the Principles of Effectiveness for Title IV, Part A, Safe and Drug-Free Schools and Communities.

A. Principle 1: Needs Assessment—A school district shall base its program on an assessment of objective data regarding the incidence of violence, serious discipline problems, and illegal drug use in the schools and communities served.

B. Principle 2: Performance Measures—A school district shall base its program on performance

measures aimed at ensuring the schools and communities have a safe, orderly, and drug-free learning environment.
C. Principle 3: Scientifically Based Research—A school district's program and activities shall be based on scientifically based research that provides evidence that the program to be used will reduce violence and illegal drug use.
D. Principle 4: Analysis of the Data—A school district shall review an analysis of the data on the prevalence of risk factors, including reported cases of child abuse and domestic violence, and of protective factors, and other variables.
E. Principle 5: Program Evaluation—A school district shall evaluate its program to assess progress towards reducing violence and illegal drug use in schools served, based on performance measures, and results shall be used to refine, improve, and strengthen the program, and shall be made available to the public.

Legal Notice: Family Educational Rights and Privacy Act (FERPA) If you do not want Strafford R-VI 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 January 2022. Strafford R-VI School District has designated the following information as directory information: student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, the most recent educational agency or institution attended, and degrees, honors, and awards received (Note—an LEA may, but does not have to, include all the information listed above).

NOTICE OF NONDISCRIMINATION

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional agreements with STRAFFORD R-VI District are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in its programs and activities. Any person having inquiries concerning compliance with the regulations implementing title VI, Title IX, or Section 504 is directed to contact Supt. Dr. Mark Hedger, 201 W. McCabe, STRAFFORD, Missouri 65757, Telephone Number (417) 736-7000.

The Strafford R-VI School District is committed to maintaining an educational and workplace 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 its programs and activities, 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 and as required as required by Titles 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. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups. 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).

The following person is designated and authorized as the District's Non-Discrimination and Title IX Coordinator to coordinate compliance with the laws identified above, including to handle inquiries or complaints regarding the District's non-discrimination policies:

Dr. Michelle Gardner, Title IX Coordinator
213 West McCabe Street, Strafford, Missouri. 65757
417-736-7000. Ext. 1102
michelleg@straffordschool.net

For information regarding how to report or file a claim of discrimination, harassment, or retaliation, see Board of Education Regulation ACA. Policy and Regulation ACA shall govern the grievance procedures, process, and response for complaints and concerns by parents, patrons, employees, or students of the District related to discrimination, harassment, or retaliation on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law.

Inquiries or concerns regarding civil rights compliance by school districts should be directed to the local school district's Non-Discrimination and Title IX Coordinator. Inquiries and complaints may also be directed to the Kansas City Office, Office for Civil Rights, US Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; (816) 268-0550; TDD (877) 521-2172.

PUBLIC NOTICE ON FREE AND APPROPRIATE EDUCATION

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under 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 Strafford R-VI 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 Strafford R-VI 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 Strafford R-VI 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 of 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 Strafford R-VI 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 Strafford R-VI School District's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information, and the Strafford R-VI School District's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Strafford R-VI School District's Central Office, 201 W. McCabe, Strafford, Missouri, from 8:00 a.m. to 3:00 p.m., Monday through Friday.

Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) that reside in the district. This census must be compiled by December 1st of each year. This information is treated as confidential and must include: name of the child, parent/legal guardian's name/address, birth date and age of the child, the child's disability, and the services provided to the child. If you have a child with a disability who is not attending a public school, please contact the Strafford R-VI School District at 736-7000.

Pursuant to the requirements of state law 162.997-999 RSMo, the State Board of Education is required to appoint a surrogate parent at such time as it becomes evident that a child with a disability does not have a parent, or a person acting as a parent, to participate in matters dealing with the provision of special education. For purposes of surrogate parent appointment, "parent" is defined as a biological parent, a guardian, or a person acting as a parent of a child including, but not limited to, a grandparent, a

step-parent, or a foster parent with whom the child lives. The term does not include the State if the child is a ward of the State. The term does not include a person whose parental rights have been terminated.

The Strafford R-VI School District is given the responsibility to determine when a child with a disability who requires special education and who resides in the district is without a parent. The Strafford R-VI School District must notify the Missouri Department of Elementary and Secondary Education of the need to appoint a surrogate parent. Training for persons serving as surrogate parents will be provided by the Missouri Department of Elementary and Secondary Education and the Strafford R-VI School District. This notice will be provided in native languages as appropriate.

PUBLIC NOTICE ON STUDENT RECORDS

In compliance with P.L. 90-247, the STRAFFORD R-VI Schools wish to notify parents and patrons that the district maintains psychological, educational progress, diagnostic, standardized test, inventory, attendance, and medical immunization records of students enrolled. Parents may request to review the records that are kept on their children by inquiring at the principal's office.

Upon written request of an educational institution, certifying or contemplating the enrollment of the student in question, the student's records will be forwarded to the appropriate institution after appropriate signatures have been secured. For purposes such as student directories and programs relating to school events, including yearbook and newspapers, student information regarding items such as the following may be released: Name, address, grade level, telephone number, date and place of birth, pictures, dates of attendance, honors and awards received, participation in officially recognized activities, weight, and height, if members of athletic teams. If a parent does not wish such information to be released, a signed written notice to that effect should be provided to both the sponsor of the depicted activity as well as the school principal before September 1 of each school year.

Upon graduation, supplementary information no longer needed to provide educational services to the student will be destroyed. However, a permanent recording containing the student's name, address, phone number, grades, attendance record, test scores, classes attended, grade level completed, and year completed will be retained without limitation.

Parents who feel that the records are inaccurate, misleading, or otherwise in violation of the privacy or other rights of students will be provided an opportunity for the correction or deletion of such data. In such a case, a request for a hearing to challenge the content of their child's school clarification, review, interpretation, or complaints may be resolved or responded to by writing to the Family Educational Rights and Privacy Act Office (FERPA), Department of HEW, 330 Independence Ave. S. W., Washington, D. C. 20201.

Board policies in regard to the release of student records may be viewed at the office of the Superintendent of Schools, STRAFFORD, Missouri.

SENATE BILL 319 RETENTION OF STUDENTS

The Strafford R-VI School District is committed to the continuous development of students enrolled in the district's schools, and for a student's achievement of the skills for the current grade assignment, to pass to the higher grade.

Senate Bill 319 requires that students not be promoted to the next grade level unless they have a "reading level at or above one grade level below the student's grade level." Students with Individual Education Plans (IEPs are exempt from this requirement, as well as students included in a 504 Education Plan, those with limited English proficiency, and those who have been determined to have an insufficient cognitive ability which prohibits them from meeting this criteria. To ensure that our students have every opportunity to become successful readers, the following policy and procedures have been adopted by the Strafford R-VI School District.

All students' reading ability will be assessed annually according to the Stanford 9 Achievement Test. The total reading score used as criteria includes reading vocabulary and comprehension. In addition, all

students will take the Standardized Test of Achievement in Reading at the beginning (or when they enroll) and end of the school year. These tests also reflect students' reading abilities according to grade level. A Reading Improvement Plan will be written for students in grades 3-5 who score below grade level on either test.

Summer school will be offered to all students, K-12, who are reading below grade level; however, all students with Reading Improvement Plans will be required to attend summer school classes that include reading instruction as part of the class. Students will be assessed at the end of summer school with the STAR. Those who score below grade level will be required to attend a minimum of 30 hours of additional reading instruction outside the regular school day during the next school year and will be enrolled in a remedial reading class. Fourth-grade students who do not score within one year of grade level at the end of summer school will be retained as stipulated in Senate Bill 319. Retention based on reading ability is required only at the end of the fourth grade year. At the end of fifth grade, a notation will be made in the student's permanent record that he or she is reading below minimal levels.

STUDENT COMPLAINTS AND GRIEVANCES

Alleged acts of unfairness or any decision made by school personnel, except as otherwise provided for under student suspension and expulsion, which students and/or parents/guardians believe to be unjust or in violation of pertinent policies of the Board or individual school rules, may be appealed to the school principal or a designated representative. The following guidelines are established for the presentation of student complaints and grievances:

- The principals shall schedule a conference with the student and any staff members involved to attempt to resolve the problem. Parents/Guardians may be involved in the conference, or a later conference for parents/guardians may be scheduled at the discretion of the principal.
- If the problem is not resolved to the satisfaction of the student and/or parent/guardians, a request may be submitted for a conference with the superintendent of schools. The superintendent shall arrange a conference to consider the problem, and to inform participants of the action that will be taken.
- If the student and/or parents/guardians are not satisfied with the action of the superintendent, they may submit a written request to appear before the Board of Education. Unless required by law, a hearing will be at the discretion of the Board. The decision of the Board will be final. All persons are assured that they may utilize this procedure without reprisal.

Adopted: March 18, 1999

PUBLIC COMPLAINTS

All persons are assured that they may utilize this procedure without reprisal.
The board recognizes that situations of concern to parents/guardians or the public may arise in the operation of the district. Such concerns are best resolved through communication with the appropriate staff members and officers of the school district, such as faculty, the principals, the superintendent or the Board.

The following steps are proper procedures to be followed by persons with questions or complaints regarding the operation of the school district:

1. Complaints on behalf of individual students should first be addressed to the teacher. 2. Unsettled matters from (1) above, or problems and questions concerning individual schools, should be directed to the principal of the school.
3. Unsettled matters from (2) above, or problems and questions concerning the school district, should be directed to the superintendent.
4. If the matter cannot be settled satisfactorily by the superintendent, it should be brought to the Board of Education. Questions and comments submitted to the secretary of the Board, in letter form, will be brought to the attention of the entire Board at a regularly scheduled or called meeting. If necessary, a Board hearing will be scheduled to resolve the complaint. However, the decision of the Board shall be final except in the case of complaints concerning the administration of federal programs. In that case the complainant may go to the appropriate section of the Department of Elementary and Secondary Education. The Board considers it the obligation of the profession and support staff of the district to field the questions of parents/guardians or the public.

Adopted: August 15, 1996 Strafford R-VI School District, Strafford, Missouri

PUBLIC PARTICIPATION AT BOARD MEETINGS

(Districts Designating a Public Comment Period)

To provide for full and open communication between the public and the Board of Education, the Board authorizes the following avenues for the exchange of information, ideas and opinions. **Grievance through Established Policy and Procedure**

Students, employees and any members of the public are encouraged to utilize established policies and procedures for offering suggestions or addressing concerns and complaints prior to bringing the issue before the Board. The Board believes that many issues can be resolved by communication with teachers, administrators and other staff and may refuse to address an issue if the individual presenting it has not first attempted to resolve the matter through established procedures and policies.

Written Correspondence

Written correspondence may be directed to the Board, through the superintendent, for consideration at a meeting. Copies of all correspondence directed to the Board will be made available to all Board members. Statements of two (2) pages or less are encouraged.

Agenda Items

Any member of the public who wishes to have an item placed on the agenda will present the request in writing to the superintendent or designee. The request must be submitted pursuant to Board policy and received five (5) business days prior to the scheduled meeting. The item will then be appropriately placed on the agenda. The Board reserves the right to impose reasonable restrictions on the number of items to be considered, the number of spokespersons and the speaking time of spokespersons appearing before the Board. If the meeting agenda is full, the Board reserves the right to reschedule an item for the next regular meeting. The Board may refuse to address an issue that has not gone through the appropriate grievance procedure. The Board reserves the right to waive formalities in emergency situations, within the limitations of the law.

Public Hearings

From time to time, the Board will schedule a public hearing to receive input on matters of concern to the community, such as setting the district's tax rate. The public will be provided notice of such hearings as required by law.

Public Comment

A specifically designated time will be set aside for public comments at regular meetings of the Board of Education. The following rules will be applied to the public comment portion of the meeting: ➢ The Board will establish a time limit for the public comment period.

➢ No individual will be permitted to speak more than once during this period. ➢

The Board will establish a uniform time limit for each speaker.

➢ Only items from the posted agenda may be discussed.

Note: The reader is encouraged to review administrative procedures and/or forms for related information in support of this policy area. Adopted: April 19, 2004

PARENTS RIGHT TO KNOW

Our district is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know. Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.

- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Information regarding any State or LEA policy regarding student participation in any assessment required under ESEA section 111(b)(2) and by State or LEA, including a policy, procedure, or

parental right to opt the child out of such assessment, where applicable.
• Timely notice that your student has been assigned or has been taught for four or more consecutive weeks by a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

PARENT INVOLVEMENT & RESOURCE INFORMATION

The Strafford Public Schools are required to assist parents with parental organizations by informing them of the Parental Information and Resource Center (PIRC) and their purpose. The PIRC program is funded by the US Department of Education, Office of Innovation and Improvement, established to provide training, information, and support to parents and individuals who work with local parents, districts, and schools that receive Title funds. PIRCs provide both regional and statewide services and disseminate information to parents on a statewide basis. PIRCs help implement successful and effective parental involvement policies, programs, and activities that lead to improvements in student academic achievement, and that strengthen partnerships among parents, teachers, principals, administrators, and other school personnel in meeting the education needs of children; and to expand, or operate early childhood parents to communicate effectively with teachers, principals, counselors, administrators, and other school personnel.

The recipients of PIRC grants are required to: serve both rural and urban areas, use at least half their funds to serve areas with high concentrations of low-income children, and use at least 30 percent of the funds they receive for early childhood parent program.

Centers must include activities that establish, expand, or operate early childhood parent education programs and typically engage in a variety of technical assistance activities designed to improve student academic achievement, including understanding the accountability systems in the state and school districts being served by a project. Specific activities often include helping parents understand the data for such things as opportunities for supplement services and public school choice afforded to their children attending buildings in school improvement.

PIRCs generally develop resource materials and provide information about high quality family involvement programs to families, schools, school districts, others through conferences, workshops, and dissemination of materials. Projects generally include a focus on serving parents of low-income, minority, and limited English proficient (LEP) children enrolled in elementary and secondary schools.

Missouri has two PIRCs- one in St. Louis and one in Springfield. For service and contact information, go to their website at http://www.nationalpirc.org/directory/MO-32.html

Missouri Department of Elementary and Secondary Education

Every Student Succeeds Act of 2015 (ESSA)

COMPLAINT PROCEDURES

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

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

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

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

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

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

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

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

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.