Pevely Elementary

STUDENT AND PARENT

Handbook

2026-2027

Pevely Elementary School

Dunklin R-5 School District
30 Main Street
Pevely, MO 63070
636-479-5200

MISSION:
EDUCATING TODAY FOR A BETTER TOMORROW

VISION:
WE WILL DEVELOP STUDENTS WITH INTEGRITY AND RESILIENCE WHO INSPIRE POSITIVE CHANGE.

OUR VALUES



Pevely Elementary students will reach their fullest potential academically, physically, socially, and emotionally in a safe, positive, and nurturing environment. They will be supported by other students, families, staff, and the surrounding community.

This vision will be accomplished through the following belief statements:

- All Pevely Elementary students can learn, grow, and achieve success.
- Upon entering the building, students and visitors will feel welcomed, respected, and supported by all stakeholders.
- The home-school partnership is a permanent value within the community.
- Every child is provided with support and services to best fit their individualized needs.

Dunklin R-5 School District Central Office

Superintendent of Schools
Dr. Clint Freeman
636-479-5200
cfreeman@dunklin.k12.mo.us

Director of Student Services
Mr. Tom Moreland
636-479-5200 Ext. 2010
tmoreland@dunklin.k12.mo.us

Director of Technology
Mr. Ryan Lowe
636-479-5200 Ext. 1059
rlowe@dunklin.k12.mo.us

Assistant Superintendent
Dr. Joe Willis
636-479-5200
jwillis@dunklin.k12.mo.us

Transportation Director
Mr. Chris Harris
636-479-5200 Ext. 3008
charris@dunklin.k12.mo.us

Food Service Director
Ms. Nichole Arnold
636-479-5200 Ext. 1015
narnold@dunklin.k12.mo.us

Director of Early Learning
Mrs. Charissa Kappler
636-479-5200
ckappler@dunklin.k12.mo.us

Director of Communication
Mr. Matt Lichtenstein
636-479-5200
mlichtenstein@dunklin.k12.mo.us

Director of Maintenance
Mr. Graham Schoonover
636-479-5200
gschoonover@dunklin.k12.mo.us

General Information

The Dunklin R5 School District does not discriminate on the basis of race, color, national origin, sex, disability, age, ethnicity, religion, sexual orientation, or perceived sexual orientation in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Section 504 Coordinator Tom Moreland Director of Student Services	**Title VI Coordinator** Joe Willis Assistant Superintendent	**Title IX Coordinator** Joe Willis Assistant Superintendent
Title II Coordinator Tom Moreland Director of Student Services	**Age Act Coordinator** Joe Willis Assistant Superintendent	**Homeless Coordinator** Charissa Kappler Director of Early Learning
ELL Coordinator Tom Moreland Director of Student Services	**Migrant Coordinator** Tom Moreland Director of Student Services	**At-Risk Coordinator** Tom Moreland Director of Student Services

Any person may also contact the Office for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Section 504, Title II, Title VI, Title IX, and the Age Act.
School and district handbooks contain policies and procedures that may be updated throughout the school year. Updates to district-wide policies can be tracked by following the Board of Education meetings through WebSchoolTools, and any changes to the policies contained in this handbook will be made available on district and building websites. Please check the district website at https://www.dunklin.k12.mo.us/ frequently for the most up-to-date versions of our policies, procedures, and other useful information.
If you have any questions, please contact the building principal for more information.

Dunklin R-5 District Website

The Dunklin R-5 website is updated regularly to include all district departments, information on each school, athletics, staffing, employment opportunities, and more. Please visit the website for information not listed in the Pevely Elementary Student and Parent Handbook: https://www.dunklin.k12.mo.us/

For all other inquiries, please contact our Pevely Elementary Secretaries at pevely-secretary@dunklin.k12.mo.us to be directed to the appropriate staff member who can support you or answer your questions. The Pevely Elementary office can also be contacted by phone at 636-479-5200, Option 1.

Attendance Information

Attendance: Partnering for Student Success

At Pevely Elementary, we believe that every student should be in school all day, every day. Regular attendance is the foundation of a successful school experience; it helps students develop a strong work ethic, builds lasting friendships, and ensures they don't miss out on vital learning that cannot be replaced.

Our goal is for every student to achieve at least 95% attendance. While we understand that life happens, missing more than 16 days in a school year (or 8 days a semester) puts a student below the state's 90% attendance requirement. Because attendance is tracked by the minute, late arrivals and early pick-ups also count toward this total.

How to Report an Absence

If your child must be absent, please notify the front office by 9:00 AM on the day of the absence through one of these options:

- Parent Portal: At the bottom of your Parent Portal, click on "Absence Requests"
- Phone: 636-479-5200 (Option 4)
- Email: pevely-secretary@dunklin.k12.mo.us

To ensure all our students are safe, we send automated "robo-calls" at 10:00 AM to families of students who are not in class and have not been reported absent. You are welcome to email or leave an attendance voicemail at any time before school starts.

Supporting Your Family: Our Commitment

We know that families sometimes face challenges, whether medical, emotional, or personal, that make getting to school difficult. We are here to help. If your family is struggling with a situation affecting your child's attendance, please reach out to our school counselors, school nurse, or administration. We have resources available and want to partner with you to find a solution before attendance becomes a barrier to your child's learning.

Verified vs. Unexcused Absences

To maintain accurate records and support families effectively, we distinguish between two types of absences:

- Verified: These are absences supported by official documentation, such as a note from a doctor, dentist, mental health professional, or court official.
- Unexcused: These are absences reported by a parent but without outside documentation.

Please submit any official documentation to the office within three days of your child's return to school so we can update their records. Notes can be delivered or emailed to pevely-secretary@dunklin.k12.mo.us.

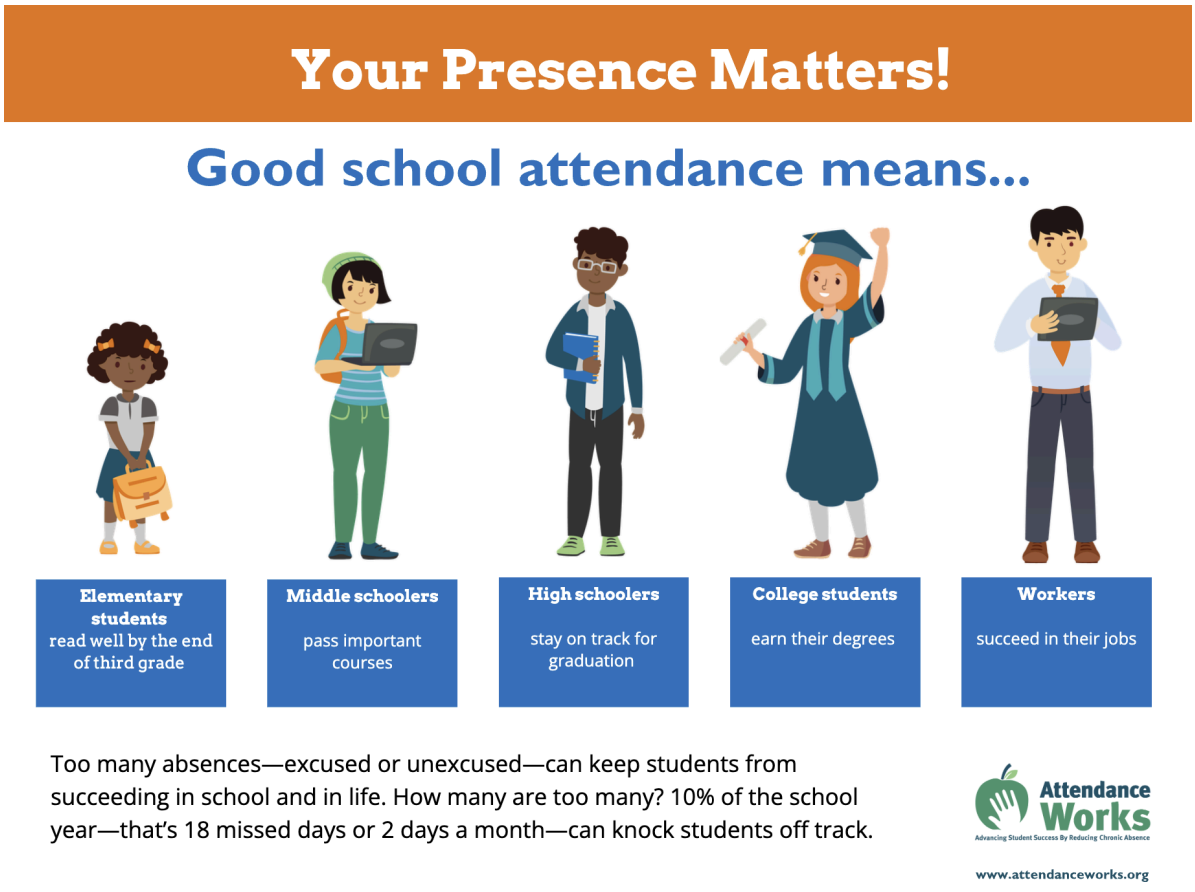
Our Support Process

If your child begins to miss school frequently without communication, we have a support process in place to check in:

- Daily: Our secretary team records all absences and tardies into Infinite Campus so guardians can view them in Parent Portal. A teacher may contact you to check on your child if you have not documented their absence by midday.
- Daily Call Notification: An automated call will go to the families of students with undocumented absences.
- Monthly Attendance Monitoring: A notification letter will be sent to the guardians of any student whose attendance for that month falls below 90% to facilitate early intervention and support. This letter will be sent by mail to the address on file around the 10th of every month.

Tardies and Early Pick-Ups

The school day begins at 8:25 AM. If you arrive after this time, please walk your child into the main office to sign them in. If your child needs to leave early, we appreciate advance notice, if possible, so we can plan ahead. Please email our secretary team at pevely-secretary@dunklin.k12.mo.us so they can communicate with your child's teacher and have your students ready for early pick-up.



Attendance Works

Help Your Child Do Well in School:
Build the Habit of Good Attendance



Did you know?

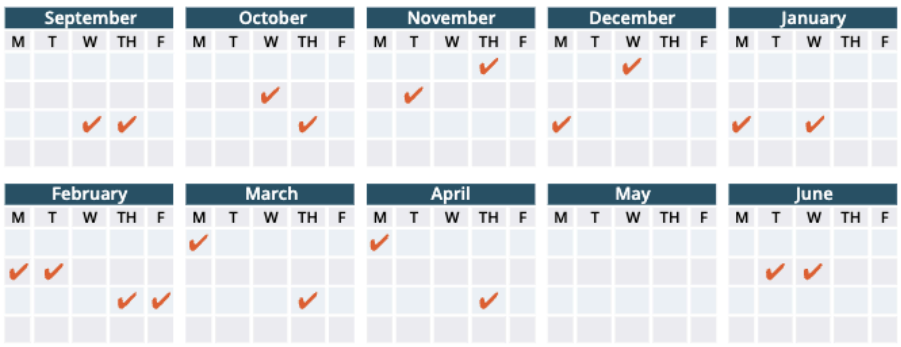
- Too many absences in preschool and elementary school can cause children to struggle socially and academically.
- Being late to school may lead to poor attendance.
- Missing 10% of school (2 days each month) can make it harder to learn to read and do basic math.

Attending school regularly helps children feel better about school — and themselves. Start building this habit in preschool and through elementary school so they learn right away that going to school on time, every day, is important.

What you can do

- Set a **regular** bedtime and morning **routine.**
- Lay out clothes and pack backpacks **the night before**.
- **Keep** your child **healthy** and make sure your child has the required shots.
- Develop **backup plans** for getting to school if something comes up.
- **Monitor** your child's **absences**.
- Try to schedule **nonurgent medical appointments** and extended trips when school isn't in session.
- **If** your child seems **anxious** about going to school, **talk to teachers**, school counselors and other parents for advice on how to make your child feel comfortable and excited about learning.
- **If** you are **concerned** that your child may have a contagious illness, **call** your school nurse or health-care provider **for advice**. Ask the teacher for ideas to support missed learning time.

Chronic absence is missing 2+ days every month over the course of a school year.



October 2025

Visit Attendance Works at www.attendanceworks.org for free downloadable resources and tools!

Building Policies and General Information

Technology and Personal Property

- **Cell Phones & Smart Watches:** In accordance with Missouri Senate Bill 68, students are prohibited from using or displaying personal communication devices during the school day. Devices must be turned off and kept in backpacks.
- **Personal Items at School:** Toys, trading cards, and electronic games should remain at home as they disrupt the learning environment. The school is not responsible for any lost or stolen personal items.
- **Care of School Property:** Students are responsible for the proper care of all books, devices, and equipment provided to them. Please note that desks are school property and may be searched if necessary to maintain safety.
- **Money:** Please do not send large sums of money with your child. Students are not permitted to buy, sell, or trade items with one another. When sending money to school with your child, please clearly note the amount sent and the intended recipient/purchase so the funds can be appropriately applied. (Ex. Field Trip for (Student Name), Lunch Account #_____), Scholastic Book Fair for (Student Name), etc.)

Nutrition Services

- **Breakfast:** We are proud to offer free breakfast to every student at Pevely Elementary each morning.
- **Lunch:** Student lunches are **$3.30**. You can monitor balances and add funds through the Parent Portal.
- **Cafeteria Expectations:** To ensure a relaxing environment, students are expected to remain seated and use indoor voices. If you wish to eat lunch with your student, please notify the office in advance so we can prepare a designated table for you.
- **Food Service Information:** Please see this link for additional information and menus: https://www.dunklin.k12.mo.us/departments/food-service

Celebrations and Events

- **Classroom Parties:** We host three main celebrations (Fall, Winter, and Friendship). To ensure safety and manage building capacity, we use a guest rotation schedule:
    - **Fall:** Kindergarten and 1st Grade guests.
    - **Winter:** 2nd and 3rd Grade guests.
    - **Friendship:** 4th and 5th Grade guests.
- **Birthday Treats:** Treats must be store-bought, individually wrapped, and commercially packaged. Peanut-Free treats are required in most classrooms. Please avoid items that require refrigeration or slicing (like whole cakes). If you have specific questions about a treat, please contact your child's teacher or our school nurse.
- **Field Trips:** All students must travel to and from the destination on school-provided transportation. Field Trip chaperones must provide their own transportation. For safety and spacing reasons, siblings and additional children are not permitted to attend school-sponsored field trips.
- **Deliveries:** Flower or balloon deliveries are strongly discouraged, as they cannot be transported on school buses and can cause disruptions in the classroom.
- **Musical Performances:** Each grade level has a Musical Performance at the Dunklin R-5 Theater. Dates and times for each performance are communicated by the Music Teachers through social media and the weekly newsletter.
- **PTO Events:** The Lil' Cat PTO hosts family events periodically throughout the school year. These events are funded by school fundraisers and run by parent/guardian volunteers. Please attend the monthly PTO meetings for more information on how to help.

Safety and Support

- **Emergency Drills:** We conduct regular safety drills, including fire (twice annually), tornado (once per semester), earthquake (once annually), and intruder drills to ensure students know exactly how to react in an emergency.
- **Lost and Found:** Our Lost and Found is located near the South Gym lobby. We encourage you to label all of your child's belongings, as unclaimed items are donated periodically.
- **Student Transfers:** If you are moving out of the district, please notify the office as soon as possible so we can prepare the necessary records for your child's new school.

Arrival and Dismissal Procedures

Arrival and Dismissal: Ensuring a Safe Start and End to Our Day

To ensure the safety of all students and to maintain an orderly environment, we ask all families to follow these standardized arrival and dismissal procedures. Our goal is to move students safely and quickly so they can begin their learning on time.

School Hours and Supervision

- **School Day:** 8:25 AM – 3:25 PM
- **Student Arrival:** Doors open at **8:05 AM**.
- **Early Release Days:** Dismissal is at **1:00 PM**.

Safety Note: Staff members are not available for supervision before 8:05 AM. For the safety of your child, students may not be dropped off or wait outside the building before this time. If you require childcare outside of these hours, please contact the **Jefferson County YMCA (Y-Care)**, which provides on-site care starting at 6:15 AM.

Private Transportation (Car Riders)

To keep our lines moving and our students safe, please utilize the designated driveway that enters at the front of the school (North Entrance) and continues around the rear of the building (South Exit).

Arrival Procedures (8:05 AM – 8:25 AM):

- **Single-File Line:** Please remain in a single-file line during arrival.
- **Drop-Off Zones:** Students may exit cars at the Cafeteria, Playground, or Gym Lobby entrances. Staff will be outside near the doors and sidewalks to supervise drop-off zones.
- **Independence:** To keep the line moving, please have your child ready with their backpack on. We encourage students to open their own car door. If they are unable to, a staff member will be available to assist.
- **Safety First:** Parents must remain in their vehicles. To maintain building security, parents are not permitted to walk students into the building.

Dismissal Procedures (3:25 PM):

- **Double Lanes:** The pick-up line utilizes double lanes starting at the corner of the South Exit driveway. Cones will be outside, noting the start of the line.
- **Car Tags:** Please prominently display your school-issued pickup tag in your windshield at every pickup.

- **Verification:** If you do not have your car tag, please have your student's school password or a valid ID ready. You may be asked to pull over to a designated area for verification to avoid holding up the main line.

Transportation Changes

We understand that schedules can change unexpectedly. To ensure every student gets home safely, we have established the following non-negotiable deadlines:

- **Deadline for Changes:** All transportation changes must be submitted by **2:30 PM** on regular days and **12:00 PM** on early release days.
- **Written Requirement:** For your child's protection, we cannot verify transportation changes over the phone. All requests must be sent via email to pevely-secretary@dunklin.k12.mo.us.
- **Permanent Changes:** Please contact the Dunklin R-5 Transportation Department at bus@dunklin.k12.mo.us to make a permanent change to your child's transportation schedule.
- **Transportation Department:** Please see the following link for more information.

Inclement Weather and Early Dismissal

In the event of an emergency early dismissal (e.g., snow or a power outage):

- **Primary Contact:** We will communicate through the Parent Portal (Infinite Campus). Please ensure your contact information is always current.
- **Default Plan:** Students will be sent home via their regularly scheduled transportation unless you notify the office of a change immediately following the district announcement.
- **Communication:** Please avoid calling the office during weather events unless it is a true emergency, as our phone lines must remain open for coordination and student safety.

Bus Safety and Expectations

Riding the bus is a privilege. To ensure the safety of all riders, students are expected to remain seated, use quiet voices, and follow the driver's instructions at all times. Any behavior that distracts the driver endangers everyone on board and may result in a temporary or permanent loss of bus privileges.

PEVELY ELEMENTARY

ARRIVAL & DISMISSAL PROCEDURES

Pevely Elementary
30 Main Street
Pevely, MO 63070

MORNING ARRIVAL (AM DROP-OFF)

SINGLE LINE

- Students may exit vehicles **anywhere** along the back sidewalk.
- Enter through the **Cafeteria** or **South Gym** door.
- Please **do not** wait for staff members to open car doors.
- Exit to the **Right Only.**

EXIT TO THE **RIGHT ONLY**

AFTERNOON DISMISSAL (PM PICK-UP)

DOUBLE LINE

- Stop at **Cafeteria Entrance** in Back.
- Place **Car Tag** on windshield.
- Students load vehicles until the **loading zone is filled.**
- Vehicles remain stopped until **staff release traffic.**
- Exit to the **Right Only.**

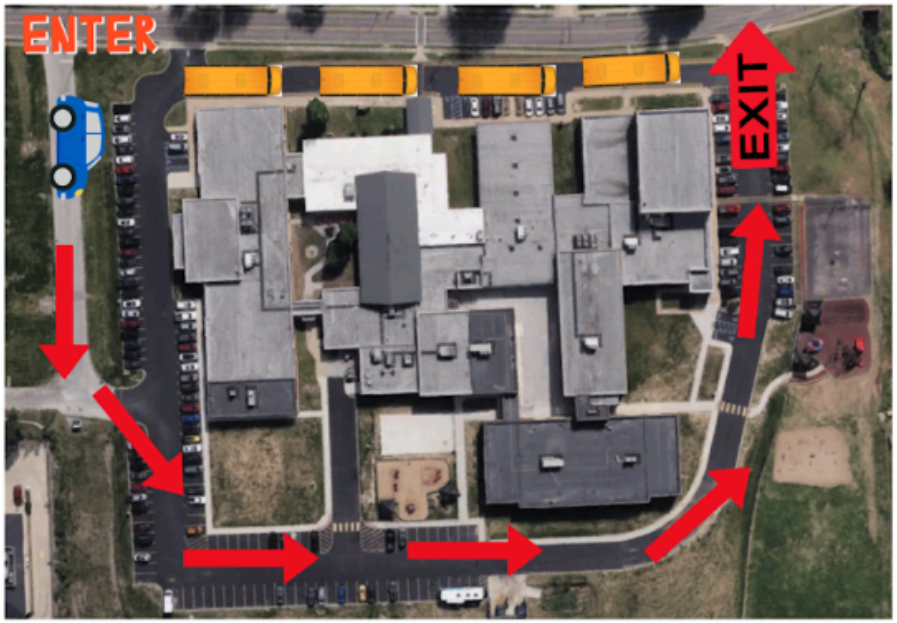
EXIT TO THE **RIGHT ONLY**

IMPORTANT REMINDER

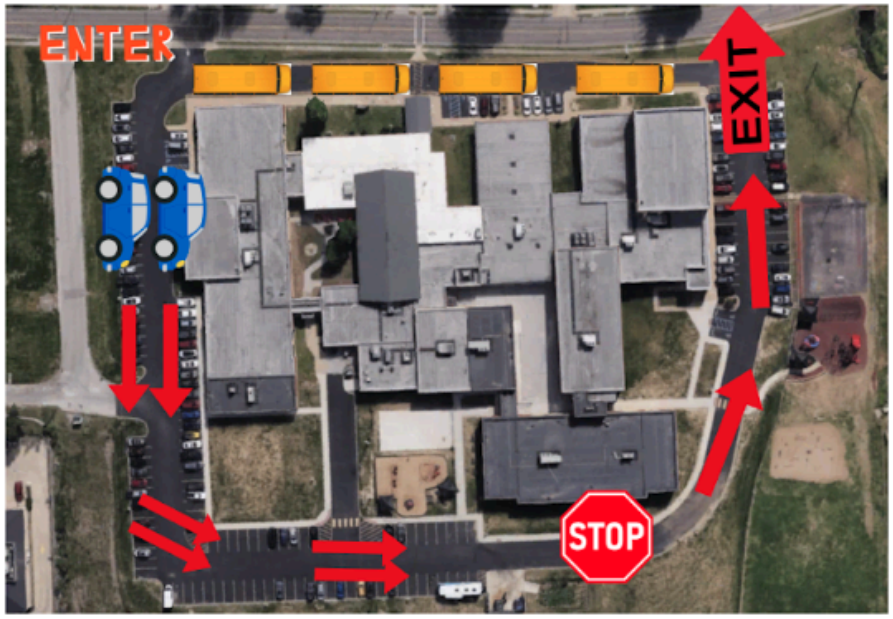
If you do not have your **Car Tag**, you may be asked to park until we can verify your identity by **ID** or **password.**

SAFE STUDENTS. STRONG COMMUNITY. BLACKCAT PRIDE!

AM ARRIVAL



PM DISMISSAL



Student Health and Wellness

Student Health and Wellness: Supporting a Healthy Learning Environment

At Pevely Elementary, we know that children learn best when they feel their best. Our school health program, led by our licensed school nurse, is designed to protect students' health and provide a safe environment for everyone.

Health Room Services and Illness

If your child becomes ill or is injured at school, our health office will provide immediate first aid and notify you if the situation is serious. For minor injuries, a "nurse note" will be sent home.

When to Stay Home: To prevent the spread of illness, students must remain home until they are symptom-free (without medication) for a full 24 hours for the following:

- Fever of 100 degrees or higher.
- Vomiting or diarrhea.

If your child exhibits these symptoms during the school day, we will contact you to pick them up promptly. If the school nurse sends a student home early due to illness or injury, the remainder of the day is considered a verified absence.

Medication Policy

To ensure the safety of all students, the district has strict medication protocols. Whenever possible, please schedule doses outside of school hours. If medication must be given during the day:

- **Adult Transport Only:** A parent or guardian must bring the medication directly to the main office; it may never be sent in a backpack or transported on a school bus.
- **Original Packaging:** Medication must be in its original pharmacy-labeled container.
- **Parental Authorization:** A signed note must accompany the medication, detailing the reason, dosage, and specific times it should be administered.

State-Mandated Health Requirements

- **Immunizations:** Per Missouri law, all students must be up-to-date on required immunizations to attend school. Students without the required documentation or legal exemptions will be excluded from school until they are compliant.
- **Health Screenings:** Our nurse conducts routine screenings to support student development, including vision (New/1st/3rd), hearing (New/K), and dental (K). If a concern is identified, we will provide you with a referral for further evaluation.

Personal Wellness: Dress and Physical Activity

Student attire should promote a healthy and safe learning environment. We ask that students come to school in neat, clean, and appropriate clothing for active play. Clothing with vulgar language, inappropriate images, or

other inappropriate content is not permitted, and students will be asked to change their clothing at school. If a proper change of clothes is not available, a parent/guardian will be contacted to bring the student a change of clothing.

- **Footwear for Safety:** Because our students participate in P.E. and recess daily, tennis shoes are required every day for stability and safety. Shoes with rollers or "heel taps" are not permitted.
- **Indoor/Outdoor Readiness:** Students should be prepared for both indoor and outdoor conditions. Please ensure your child has a coat, hat, and gloves for winter recess. Inside the building, hats and hoods are to be kept down or in backpacks.
- **P.E. and Recess Participation:** Participation in physical activity is vital to our curriculum. If your child has a medical condition that limits their activity, a doctor's note is required for an extended excuse. Please note that if a student is medically excused from P.E., they will also be limited at recess for their own safety.

A Note on Head Lice

Our goal is to keep students in the classroom while effectively managing health concerns. In keeping with the Dunklin R-5 School District's policy of avoiding the unnecessary exclusion of students from school, the district will not exclude otherwise healthy students from school due to nit infestations. Students with head lice infestations will be excluded from school only to the minimum extent necessary for treatment. To avoid the unnecessary exclusion of students from school, the administration provides the following procedure:

1. Schools will not perform routine schoolwide head lice screening. However, should multiple cases be reported, the nurse will identify the population of students most likely to have been exposed and arrange for that population to be examined.
2. If the school nurse or teacher discovers head lice or nits on a student, the student's parent/guardian will be notified, and other students who reside with the infected student will also be checked.
3. The school nurse will instruct the parent/guardian concerning various shampoos, sprays, and other appropriate treatments that can be purchased to eliminate head lice or nits and will also give information concerning necessary procedures to be taken in the home to ensure that the head lice are eliminated.
4. If the student was infected with live head lice, the student should not return to school for 24 hours after the discovery of the head lice to allow for treatment.
5. When a student who has a live head lice infestation returns to school, the student will be examined by the school nurse. If live head lice are found at that time, the parent/guardian will again be called and reinstructed concerning treatment. The student will be excluded from school for 24 hours to allow for additional treatment. This process will continue until the student is free of head lice.
6. A student who was identified as having nits but not a live head lice infestation will be re-examined within five (5) calendar days of the initial identification. If this examination reveals nits are still present, the parent/guardian will again be instructed on treatment options. This process will repeat until the student is free of nits.
7. The school nurse will keep accurate and confidential records of students infected with head lice or nits.
8. If it appears the parent/guardian of an infested student is failing to secure timely treatment for the infestation after having been given notice of the existence of head lice or nits in accordance with these procedures, the nurse will notify the school principal, who may report the matter to the Children's Division (CD) of the Department of Social Services.

The school nurse will develop education programs regarding the diagnosis, treatment, and prevention of head lice for staff, students, parents, and the community.

School-Home Partnership

School-Home Partnership: Connecting Families and Education

At Pevely Elementary, we believe the home-school partnership is a permanent value within our community. We are committed to maintaining open lines of communication and providing parents with the tools they need to be active participants in their child's learning journey.

Effective Communication and Problem Solving

We want to hear from you. To ensure your questions or concerns are addressed by the individuals closest to the situation, we ask that you follow our established chain of command:

1. **Student's Teacher:** Your first point of contact for classroom-specific questions or student progress.
2. **Counselor and/or Assistant Principal:** For broader social-emotional, behavior, classroom, or grade-level concerns.
3. **Building Principal:** For matters that require administrative oversight regarding Pevely Elementary Staff Members or that have already been addressed by an Assistant Principal or Counselor.

Scheduled Meetings: To ensure we can give you our full attention, please schedule appointments with administrators or counselors through the front office secretary at 636-479-5200 or pevely-secretary@dunklin.k12.mo.us. While we strive to be available, immediate meetings for walk-ins cannot be guaranteed due to daily school operations. Please allow 24 hours for a response to meeting requests or digital inquiries.

Staying Informed: Digital Tools

- **Parent Portal (Infinite Campus):** The primary hub for viewing your child's grades, attendance, and lunch account balance. We encourage all families to check this portal regularly to monitor student performance. Information about setting up a Parent Portal Account can be found here: Dunklin R-5 Parent Portal
- **Updating Contact Information:** For your child's safety, it is critical that we have a current home address, email, and phone number. If your information changes, please notify the front office immediately or email pevely-secretary@dunklin.k12.mo.us. You must also maintain at least two emergency contacts with active phone numbers on file.

Monitoring Student Progress

- **Conferences:** We encourage frequent communication via phone, email, or Class Dojo. A formal Parent-Teacher Conference is scheduled annually, though you may request a meeting at any time.
- **Report Cards:** Semester grades are finalized in December and May and are available for viewing through the Parent Portal.

Family Involvement and Organizations

- **The Lil' Cat Club:** Our parent organization provides a vital link between home and school by sponsoring activities that build our community and support our classrooms. We encourage all families to join and stay updated via their dedicated Facebook page (Lil' Cat Club PTO).

- **Visiting the School:** To protect instructional time and student safety, we are a "closed campus," meaning only students are permitted beyond the foyer during the school day. All visitors must sign in at the front office with a valid state-issued ID and wear a provided visitor badge at all times. If you wish to visit a classroom, please make arrangements with the teacher at least one day in advance.
- **Social Media**: Our district is very active on social media, as we believe in sharing positive stories from all of our buildings and effectively communicating updates to families across a variety of platforms. Please “like” or “follow” the following:
    - Pevely Elementary Facebook
    - Dunklin R-5 Facebook
    - Pevely Elementary Class Dojo: Join PES Class Dojo
    - Dr. Clint Freeman, Superintendent, Twitter (X): https://x.com/DrClintFreeman
    - Dr. Joe Willis, Asst. Superintendent, Twitter (X): https://x.com/JoeFWillis
    - Matt Lichtenstein, Communication Director, Twitter (X): https://x.com/BlackcatMatt
    - Katie Kaletta, Pevely Principal, Twitter (X): https://x.com/MrsKatieKaletta
    - Michelle Liles, K-2 Asst. Principal, Twitter (X): https://x.com/MichelleLiles
    - Adam Dixon, 3-4 Asst. Principal, Twitter (X): https://x.com/Mr_Dixon11

Legal and Custodial Information

For your child's protection, please provide the main office with the most recent court-stamped parenting plans or legal orders.

- **Custody Records:** We will follow the most recent legal documentation on file. Unless a valid court order states otherwise, the district will release a student to either parent.
- **Records Access:** Both parents have legal access to student records unless a court order specifically denying these rights is provided to the principal.
- **Neutrality:** We ask that families avoid involving school staff in custody or visitation disputes so that our team can remain focused on providing your child with a high-quality education

Documents can be delivered to our front office secretaries or emailed to pevely-secretary@dunklin.k12.mo.us.

Student Conduct and Behavior

Student Behavior: Cultivating Responsibility and Respect

The Pevely Elementary Student Code of Conduct is designed to foster student responsibility, respect for others, and the orderly operation of our school. Our goal is to maintain a safe, positive, and nurturing environment where every child can reach their fullest potential.

The Pevely Support Model: Tiered Interventions

We utilize a three-tiered system to provide the appropriate level of support for every student's social and emotional growth:

- **Tier 1 (Universal Support):** Clear expectations are modeled for all students through our PAWS Behavior System. We focus on reinforcing positive choices and setting a foundation for a respectful school culture.
- **Tier 2 (Targeted Intervention):** For students needing additional help self-regulating, we provide strategies such as "Buddy Classrooms," School Counselor referrals, or the Anchor Room (Student Success Room). Office Discipline Referrals (ODR) are processed by the grade level Assistant Principal and Building Principal.
- **Tier 3 (Intensive Support):** For students with persistent behavioral challenges, we partner with families and community resources through a Student Support Team (SST) to create individualized intervention plans.

The Student Success (Anchor) Room

The Anchor Room is a dedicated space where students can complete classwork in a calm environment if they are struggling to succeed in their regular classroom. This room is managed by trained staff who help students reset, self-regulate, and problem-solve without disruption. Our primary goal is to return the student to their classroom as soon as they are ready to learn.

If students are unable to self-regulate their behavior during their time in the Anchor Room, an ODR is submitted so that Administration can intervene. At this point, a parent/guardian may be contacted to pick up the student if the student is unable to return to their classroom for the remainder of the day.

Pevely Elementary does not have an In-School Suspension (ISS) program outside of the Anchor Room, which supports all students. Therefore, students who cannot self-regulate with support from school staff, or who have displayed behavior that disrupts the safety of others or the learning environment will likely be suspended from school for the remainder of the day or the disciplinary period. This determination is made by the school administration.

Standard of Conduct and Consequences

While we prioritize support and intervention, certain behaviors interfere with others' safety and learning. The district may discipline students for conduct on school property, district transportation, or at school activities. Off-campus conduct that negatively impacts the educational environment may also be subject to disciplinary action to the extent permitted by law.

Disciplinary Actions may include:

- **Restitution:** For damage to district property.
- **In-School Suspension (ISS):** Served in the Anchor Room when available.
- **Short-Term or Long-Term Suspension (OSS):** Removal from the school environment for a specified period.

Legal Notifications and Suspension Procedures

To ensure the safety of our entire community, Pevely Elementary adheres to the following legal and board-mandated procedures regarding suspensions and serious offenses:

1. Conditions of Suspension and Expulsion Any student suspended or expelled is strictly prohibited from participating in or attending any district-sponsored activity. Furthermore, they may not be on or near district property or any district activity for the duration of the consequence unless specifically authorized by the superintendent.

2. The 1,000-Foot Rule (Serious Offenses) In accordance with § 160.261, RSMo, any student suspended for an act of violence, drug-related activity, or other serious violations defined by Policy JGF is prohibited from being within 1,000 feet of any district property or activity. This restriction applies regardless of whether the activity is held on district grounds. Exceptions apply only if the student is under the direct supervision of a parent/guardian or is on their own residential property.

3. Reporting and Records

- **Law Enforcement:** The district is legally required to report certain crimes occurring on school property to law enforcement, including the possession of weapons or controlled substances.
- **Mandated Reporting:** As mandated reporters, school personnel must report suspected physical, emotional, medical, or educational neglect to the Missouri Children's Division.
- **Discipline Records:** All disciplinary actions are documented in the student's permanent record in accordance with state law and district policy.
- **Academic Impact:** Absences due to out-of-school suspension are treated as absences and may impact a student's grade in accordance with our attendance policy.

4. Students with Disabilities: Disciplinary actions involving students with an Individualized Education Program (IEP) or 504 Plan will be conducted in accordance with Policy JGE and all applicable federal and state laws to ensure their rights are protected while maintaining a safe environment for all.

Student Discipline and Prohibited Conduct

Authority and Administration

The Board of Education authorizes building-level administrators to impose disciplinary consequences for student misconduct occurring on district property, on district-sponsored transportation, or at any district-sponsored activity. Administrators may narrowly tailor consequences within the ranges established herein based on the student's age, disciplinary history, and the severity of the offense.

Pursuant to state law and Board policy, the District will document all violations in the student's discipline file and notify law enforcement officials when required by law.

Code of Student Conduct & Consequence Ranges

Academic Dishonesty

Unauthorized collaboration, plagiarism, cheating, fabrication of data or sources, claiming credit for another's work, or facilitating academic dishonesty.

- First Offense: No credit for the work, grade reduction, or replacement assignment.
- Subsequent Offense: No credit for the work, grade reduction, course failure, or removal from extracurricular activities.

Arson

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

- First Offense: Detention, In-School Suspension (ISS), 10 to 180 days Out-of-School Suspension (OSS), or expulsion. Restitution required where applicable.
- Subsequent Offense: 10 to 180 days OSS, or expulsion. Restitution required where applicable.

Assault

1. Third-Degree Assault: Using physical force (e.g., hitting, pushing) to cause or attempt to cause physical injury; placing another in apprehension of immediate injury; reckless conduct creating a grave risk of serious injury; or offensive/provocative physical contact.
    - First Offense: Principal/Student conference, detention, ISS, 1 to 180 days OSS, or expulsion.
    - Subsequent Offense: ISS, 10 to 180 days OSS, or expulsion.
2. First- or Second-Degree Assault: Knowingly causing or attempting to cause death or serious bodily injury, or recklessly causing serious bodily injury.
    - First Offense: 10 to 180 days OSS, or expulsion.
    - Subsequent Offense: Expulsion.

Bullying and Cyberbullying (Policy JFCF)

Intimidation, harassment, or cyberthreats directed at a student or group, including physical violence, gestures, theft, property damage, oral/written taunts, name-calling, extortion, threats of retaliation, or digital transmission of harmful/cruel content or materials threatening violence, suicide, or self-harm. *(Note: Speech protected by law is excluded).*

- First Offense: Detention, ISS, or 1 to 180 days OSS.
- Subsequent Offense: 1 to 180 days OSS, or expulsion.

Bus or Transportation Misconduct (Policy JFCC)

Misconduct occurring on district-provided transportation.

- All Offenses: Punished in the same manner as if the offense occurred on school grounds; may also result in temporary or permanent suspension/revocation of transportation privileges.

Dishonesty

Lying, misrepresentation, or forgery (verbal or written).

- First Offense: Nullification of forged document, Principal/Student conference, and after-school detention.
- Subsequent Offense: Nullification of forged document, detention, and ISS.

Disrespectful or Disruptive Conduct or Speech (Policy AC)

Verbal, written, pictorial, or symbolic language or gestures that violate district policy, are rude, vulgar, or defiant, or that materially and substantially disrupt the educational environment. *(Note: Speech protected by law is excluded).*

- First Offense: Principal/Student conference, parent contact, detention, ISS, or 1 to 180 days OSS.
- Subsequent Offense: Detention, ISS, 1 to 180 days OSS, or expulsion.

Drugs and Alcohol (Policies JFCH and JHCD)

1. Over-the-Counter/Imitation Drugs: Possession, sale, purchase, or distribution of any over-the-counter drug, herbal preparation, or imitation drug/herbal preparation.
    - First Offense: ISS, or 1 to 180 days OSS.
    - Subsequent Offense: 1 to 180 days OSS, or expulsion.
2. Possession/Under the Influence: Possession of, or attendance under the influence of, unauthorized prescription drugs, alcohol, narcotics, inhalants, counterfeit/imitation controlled substances, or drug paraphernalia as defined under Schedule I–V of the Controlled Substances Act.
    - First Offense: ISS, or 10 to 180 days OSS.
    - Subsequent Offense: 11 to 180 days OSS, or expulsion.
3. Distribution/Sale: Sale, purchase, or distribution of any unauthorized prescription drug, alcohol, narcotic, inhalant, counterfeit/imitation controlled substance, or drug paraphernalia.
    - First Offense: 10 to 180 days OSS, or expulsion.
    - Subsequent Offense: 11 to 180 days OSS, or expulsion.

Extortion

Threatening or intimidating any person to obtain money or anything of value.

- First Offense: Principal/Student conference, detention, ISS, or 1 to 10 days OSS.
- Subsequent Offense: ISS, 1 to 180 days OSS, or expulsion.

Failure to Care for or Return District Property

Loss of, damage to, or failure to return district property (e.g., books, technology, uniforms, athletic or instructional equipment).

- First Offense: Restitution required. Principal/Student conference, detention, or ISS.
- Subsequent Offense: Restitution required. Detention or ISS.

Failure to Meet Conditions of Disciplinary Consequences

Violating the conditions of a suspension, expulsion, or other disciplinary action, including unauthorized presence on or near district property or attending district-sponsored activities.

- First Offense: Verbal warning, detention, ISS, 1 to 180 days OSS, or expulsion. Expelled students will be reported to law enforcement for trespassing.
- Subsequent Offense: ISS, 1 to 180 days OSS, or expulsion. Expelled students will be reported to law enforcement for trespassing.

False Alarms and Reports

Tampering with emergency equipment, initiating false alarms or reports, or communicating a threat to cause fear, evacuate, or close district property.

- First Offense: Restitution required. Principal/Student conference, detention, ISS, 1 to 180 days OSS, or expulsion.
- Subsequent Offense: Restitution required. ISS, 1 to 180 days OSS, or expulsion.

Fighting

Mutual physical combat or active verbal/physical contribution to a conflict.

- First Offense: Principal/Student conference, detention, ISS, or 1 to 180 days OSS.
- Subsequent Offense: ISS, 1 to 180 days OSS, or expulsion.

Gambling

Betting on an uncertain outcome or engaging in games of chance for items of real or symbolic value.

- First Offense: Confiscation of materials. ISS, OSS, parent contact, loss of privileges, and/or referral to

civil authorities.

- Subsequent Offense: Confiscation of materials. Loss of privileges, OSS, parent contact, and referral to civil authorities.

Gang-Related Activity

Conduct on behalf of, to perpetuate, or to represent affiliation with any gang (defined as an ongoing group of three or more persons associated with criminal activity, a common name, or identifying symbols). This includes recruitment or intimidation.

- First Offense: 1 day ISS to 3 days OSS.
- Subsequent Offense: 1 to 10 days OSS, and/or recommendation to the Board of Education for expulsion.

Harassment and Sexual Harassment (Policy AC)

1. Discriminatory Harassment: Unwelcome verbal, written, or symbolic language, or materials of a sexual nature based on race, color, religion, sex, national origin, ancestry, disability, or other legally protected characteristic.
    - First Offense: Principal/Student conference, detention, ISS, 1 to 180 days OSS, or expulsion.
    - Subsequent Offense: ISS, 1 to 180 days OSS, or expulsion.
2. Unwelcome Physical Contact: Unwelcome physical contact of a sexual nature or based on a legally protected characteristic, including touching or fondling of genital areas, breasts, or undergarments (through or under clothing).
    - First Offense: ISS, 1 to 180 days OSS, or expulsion.
    - Subsequent Offense: 1 to 180 days OSS, or expulsion.

Hazing (Policy JFCF)

Any activity impacting the physical or mental health or safety of a student, or placing them in a humiliating, stressful, or disconcerting position for initiation or membership purposes, regardless of the target's consent.

- First Offense: ISS, or 1 to 180 days OSS.
- Subsequent Offense: 1 to 180 days OSS, or expulsion.

Incendiary Devices or Fireworks

Possession, display, or use of matches, lighters, or other fire-starting tools (unless supervised by staff for curriculum purposes); possession or use of fireworks.

- First Offense: Confiscation. Warning, Principal/Student conference, detention, or ISS.
- Subsequent Offense: Confiscation. Principal/Student conference, detention, ISS, or 1 to 10 days OSS.

Leaving School Grounds

Leaving school grounds during the instructional day without administrative authorization.

- First Offense: Principal/Student conference, parent contact, detention, or 1 to 3 days ISS.
- Subsequent Offense: Detention, 3 to 10 days ISS, or 1 to 180 days OSS.

Nuisance Items

Possession or use of unauthorized non-educational items (e.g., toys, personal games, media players).

- First Offense: Confiscation. Warning, Principal/Student conference, detention, or ISS.
- Subsequent Offense: Confiscation. Principal/Student conference, detention, ISS, or 1 to 10 days OSS.

Public Display of Affection (PDA)

Inappropriate physical contact for an educational setting, including, but not limited to, kissing and groping.

- First Offense: Principal/Student conference, detention, ISS, or 1 to 180 days OSS.
- Subsequent Offense: Detention, ISS, 1 to 180 days OSS, or expulsion.

Sexting and Explicit Materials

Possessing, displaying, or transmitting sexually explicit, vulgar, or violent material, including pornography or depictions of nudity, explicit injury, or death. *(Note: Approved curricular materials and legally protected speech are excluded).*

- First Offense: Confiscation. Principal/Student conference, detention, ISS, or 1 to 180 days OSS.
- Subsequent Offense: Confiscation. Detention, ISS, 1 to 180 days OSS, or expulsion.

Sexual Activity

Acts of sex or simulated sex, including intercourse or oral/manual stimulation.

- First Offense: Principal/Student conference, detention, ISS, or 1 to 180 days OSS.
- Subsequent Offense: Detention, ISS, 1 to 180 days OSS, or expulsion.

Technology Misconduct (Policies EHB, KKB, and Procedure EHB-AP)

1. Unauthorized Access & Tampering: Attempting or succeeding in gaining unauthorized access, bypassing filters, copying files without authorization, distributing viruses/malware, or interfering with system operations.
    - First Offense: Restitution. Principal/Student conference, loss of technology privileges, detention, ISS, or 1 to 180 days OSS.
    - Subsequent Offense: Restitution. Loss of technology privileges, 1 to 180 days OSS, or expulsion.

2. Personal Electronic Device Misuse: Unauthorized use, display, or activation of personal electronic devices (e.g., phones, laptops) during the school day, except as permitted by staff or administration.
    - First Offense: Confiscation, Principal/Student conference, detention, or ISS.
    - Subsequent Offense: Confiscation, Principal/Student conference, detention, ISS, 1 to 180 days OSS, or expulsion.
3. Other Policy Violations: Violations of Policy EHB or associated student technology agreements not covered in (1) or (2).
    - First Offense: Restitution. Principal/Student conference, detention, ISS, or 1 to 180 days OSS.
    - Subsequent Offense: Restitution. Loss of user privileges, ISS, 1 to 180 days OSS, or expulsion.
4. Recording Device Misuse (Policy KKB): Unauthorized use of audio or visual recording equipment on district property.
    - First Offense: Confiscation. Principal/Student conference, detention, or ISS.
    - Subsequent Offense: Confiscation. Principal/Student conference, detention, ISS, or 1 to 10 days OSS.

Theft

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

- First Offense: Return of or restitution for property. Principal/Student conference, detention, ISS, or 1 to 180 days OSS.
- Subsequent Offense: Return of or restitution for property. 10 to 180 days OSS, or expulsion.

Threats or Verbal Assault

Verbal, written, pictorial, or symbolic communication creating a reasonable fear of physical injury or property damage.

- First Offense: Principal/Student conference, detention, ISS, 1 to 180 days OSS, or expulsion.
- Subsequent Offense: ISS, 1 to 180 days OSS, or expulsion.

Tobacco and Nicotine (Policy JHCD)

1. Possession: Possession of tobacco products, electronic cigarettes, or nicotine-delivery products. *(Approved cessation products require compliance with policy JHCD).*
    - First Offense: Confiscation. Principal/Student conference, detention, ISS, or OSS.
    - Subsequent Offense: Confiscation. Detention, ISS, or 1 to 10 days OSS.
2. Use: Use of tobacco products, electronic cigarettes, or nicotine-delivery products.
    - First Offense: Confiscation. Principal/Student conference, detention, ISS, or 1 to 3 days OSS.

- Subsequent Offense: Confiscation. ISS, or 1 to 10 days OSS.

Truancy (Policy JED, Procedures JED-AP1, JED-AP2)

Absence from school without parental or administrative consent, or excessive unexcused absences.

- First Offense: Principal/Student conference, parent contact, detention, or 1 to 3 days ISS.
- Subsequent Offense: Detention, 3 to 10 days ISS, 1 to 180 days OSS, and/or removal from extracurricular activities.

Unauthorized Entry

Entering or assisting others in entering locked or restricted district facilities, offices, lockers, or unauthorized entrances.

- First Offense: Principal/Student conference, detention, ISS, or 1 to 180 days OSS.
- Subsequent Offense: 1 to 180 days OSS, or expulsion.

Vandalism (Policy ECA)

Willful damage or attempted damage to real or personal property belonging to the district, staff, or students.

- First Offense: Restitution required. Principal/Student conference, detention, ISS, 1 to 180 days OSS, or expulsion.
- Subsequent Offense: Restitution required. ISS, 10 to 180 days OSS, or expulsion.

Weapons (Policy JFCJ)

1. Non-Statutory Weapons: Possession or use of a weapon as defined by Board policy, excluding weapons defined under 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2), or § 571.010, RSMo.
    - First Offense: ISS, 1 to 180 days OSS, or expulsion.
    - Subsequent Offense: 10 to 180 days OSS, or expulsion.
2. Statutory Weapons: Possession or use of a firearm as defined in 18 U.S.C. § 921, any dangerous weapon under 18 U.S.C. § 930(g)(2), or any device defined in § 571.010, RSMo.
    - First Offense: One calendar year suspension or expulsion (subject to modification by the Board upon Superintendent recommendation).
    - Subsequent Offense: Expulsion.
3. Ammunition: Possession or use of weapon components or ammunition.
    - First Offense: ISS, 1 to 180 days OSS, or expulsion.
    - Subsequent Offense: 1 to 180 days OSS, or expulsion.

Supplemental Disciplinary Rules and Policy Exceptions

Failure to Serve Assigned Detention

A student's or parent's refusal to complete assigned After-School Detention (ASD) or Saturday Detention will result in an Out-of-School Suspension (OSS) equal to the number of days of the unserved detention.

Special Education Accommodations (Policy JGE)

Disciplinary actions involving students with disabilities eligible under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act will be conducted in strict accordance with Board Policy JGE and applicable federal and state regulations.

Public Notices and Policies for Parent Reference

Notice that the district does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, or disability. ***Policy AC***

Notice that 1) the district does not discriminate on the basis of sex in its education programs or activities, including admission and employment, and that inquiries about the application of Title IX may be referred to the Title IX Coordinator or the U.S. Department of Education; 2) the name or title, office address, electronic mail address, and telephone number of the district's Title IX Coordinator. **Policy ACA**

Notice describing the district's obligation to provide special education and related services to children ages 3 to 21. ***Policy IGBA***

Notice of the district's obligation to identify and provide education and assistance to students who are homeless, migratory, and/or are learning English as a second language. ***Policies IGBCA, IGBCB, IGBH***

Notice on how to file a complaint regarding certain federal programs. ***Policy KLA***

Materials regarding earthquakes and safety measures that have been prepared by the Federal Emergency Management Agency, the state emergency management agency or by agencies that are authorities in the area of earthquake safety. ***Policy KB-1 AP1***
https://sema.dps.mo.gov/earthquake_preparedness/

If a school receives Title I funds, provide notice that parents can receive, upon request, information regarding whether the student's teacher is certified to teach in the grade levels and subject areas in which the teacher provides instruction. ***Policy GBL***

A statement that the district's policy on student participation in statewide assessments is made available in the district's office for public viewing. ***Policy IL***

District and building accountability report cards, unless distributed in some other manner. ***Procedure KB-AP1***

Notice of the free and reduced price lunch eligibility guidelines, unless distributed to all parents in some other form. ***Policy EFB***

The district's procedure for addressing past-due meal charges. ***Procedure EF-AP1***

Notice of the district's nutrition standards for food brought by parents and students to be served during school hours. ***Policy ADF, Procedure ADF-AP1***

Information on the MO HealthNet for Kids Program. ***Procedure KB-AP1***

A notice of rights under the Family and Educational Rights and Privacy Act (FERPA), a notice that the district will release the names, addresses, and phone numbers of secondary students to military recruiters or institutions of higher education unless the parent/guardian notifies the district otherwise, and a definition of "directory information" that the district will release without parental consent. ***Policy JO***

Notice of rights pursuant to the Protection of Pupil Rights Amendment (PPRA) ***Policies JHC, JHDA, KI***

Notice regarding the presence of asbestos and any inspections, re-inspections, surveillance, and response or post-response actions taken. ***Procedure EBAB-AP1***

Notification of the content of the district or school's human sexuality curriculum and notification of the parent's right to remove the student from any part of the instruction. ***Policy IGAEB***

Notice regarding the district's requirement to teach students the characteristics of, and ways to identify, sexual predators; the safe and responsible use of the Internet, including the dangers of online sexual predators; the potential consequences of inappropriate texting and the importance of open communication with responsible adults regarding any inappropriate situation, activity, or abuse. ***Policy IGAEB***

Notify parents of students in grades 6-12 that there will be trauma-informed, developmentally appropriate training on sexual abuse provided to the students in inform the parents how to learn more about the content of the instruction and their right to have their student excused from the instruction. ***Policy IGAEB***

The web address of the Department of Elementary and Secondary Education's Trauma-Informed Schools' Initiative to parents/guardians. *https://dese.mo.gov/traumainformed*

Notification that the district is required to provide military recruiters and institutions of higher education the names, addresses, and telephone numbers of secondary school students unless the parents/ guardians or an 18-year-old student submits a written request not to release the information without prior written consent. ***Policy JO,***

Notice regarding searches ***Policy JFG and JFCI*** when applicable

A copy of the discipline policy, which must include ***Policies JFCF, JFCH, JFCJ, JG, JG-R1, JGA, JGE, JGF***

A copy of the district's bullying policy. ***Policy JFCF***

Note that eligible students may enroll in virtual courses offered through the Missouri Course Access Program (MOCAP). ***Policy IGCD***

A statement regarding the use of prescription or over-the-counter medicine. ***Policy JHCD***

A statement regarding the possession or use of CBD products or medical marijuana products. ***Policy JHCD***

If the district provides information on immunizations, infectious diseases, medications or other school health issues to parents/guardians of K–12 students, ***Procedure KB-AP1***

Notice of the district's policy on use of electronic communication devices and audio and visual recording equipment. ***Policy KKB***

Notice of the district's policy on electronic communication between staff members and students. ***Policy GBH***

The district operates a preschool, daycare center, and/or nursery school, and a notice stating the district must notify parents of children in those schools that they may ask if any child in the preschool, daycare, or nursery school has an immunization exemption on file. ***Policy JHCB***

Prior to November 1 of each year (perhaps in the handbook), each high school in the district will provide its students with information on occupations with a critical need or shortage of trained personnel, as provided by the State Board of Education. ***Procedure KB-AP1***

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
Table of Contents

General Information
1. What is a complaint under ESSA?
2. Who may file a complaint?
3. How can a complaint be filed?

Complaints filed with LEA
4. How will a complaint filed with the LEA be investigated?
5. What happens if a complaint is not resolved at the local level (LEA)?

Complaints filed with the Department
6. How can a complaint be filed with the Department?
7. How will a complaint filed with the Department be investigated?
8. How are complaints related to equitable services to nonpublic school children handled differently?

Appeals
9. How will appeals to the Department be investigated?
10. What happens if the complaint is not resolved at the state level (the Department)?

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.