



Summit Academy

Student and Family Handbook

Notice of Non-Discrimination and Accommodation

Special School District does not discriminate or tolerate discrimination, harassment, and/or retaliation against an individual based on race, color, religion, sex, national origin, sexual orientation or perceived sexual orientation, ancestry, disability, veteran status, age, or activity protected by federal or state law in its programs, activities and employment and provides equal access to the Boy Scouts and other designated youth groups. Direct inquiries and complaints under this policy to Special School District's Director – Compliance Liaison, 12110 Clayton Road, St. Louis, Missouri 63131, telephone (314) 989-8100 or to the U.S. Department of Education Office for Civil Rights, One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, telephone (816) 268-0550, fax (816) 268-0599, TDD (800) 877-8339, email OCR.KansasCity@ed.gov Information about the existence and location of services, activities, and facilities accessible to impaired persons can be obtained from the Special School District's Director – Compliance Liaison at the phone number and address listed above.

SSD Mission & Vision

Special School District of St. Louis County, the largest specialized education provider in the state, equips and empowers students of all learning abilities to excel to their greatest potential. This is realized through an inclusive, collaborative approach, supported by our comprehensive resources and deep expertise - all of which is centered on each student's unique needs.

Mission

To support and empower students of all learning abilities to excel to their greatest potential.

Vision

All students realize their full potential in life and learning.

Values

Equity • Commitment • Collaboration

Summit Academy Mission

At Summit Academy, our mission is to provide high-quality education and supportive services to juveniles, helping them to overcome challenges, build confidence, and unlock their full potential through a holistic approach. We are dedicated to creating safe and inclusive learning environments that foster hope, resilience, and a sense of purpose for each individual to be empowered.

Summit Academy Vision

Our vision at Summit Academy is to provide a trauma-based, restorative, and inclusive environment where building relationships and partnerships inspire our students to engage in various research-based curricular programs to meet their full potential, while continuously analyzing our programs for improvement and growth.

SSD Schools Core Values

Student Success

We strive to actualize student potential and facilitate student success.

Collaboration

We work collaboratively with parents, students, partner districts, and community resources to benefit students.

Integrity

We seek to create a fiscally responsible, honest, responsive, and compassionate environment valuing and appreciating all people.

Stewardship

We are good stewards of the students, the resources, and the educational initiatives entrusted to us.

Continuous Improvement

We use a systematic approach to continuously improve performance at all levels of the organization.

Equity

We use a systematic approach to ensure equal access at all levels of the organization.

Accountability

We assume responsibility for personal and organizational actions.

Summit Academy

2026-27 Student Academic Calendar



Staff should refer to their joint resolution or Board Policy for designated workdays and holidays.
For the most current version of this calendar, visit: www.ssdmo.org/Summit

JULY 2026

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

JULY 1-15: **Session Break**
JULY 3: **District Closed**, Independence Day Observed
JULY 16-17: **No School**, Professional Development Day
JULY 20: First Day of Session 1

AUGUST 2026

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUG. 17: **No School**, Professional Development Day

SEPTEMBER 2026

S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

SEPT. 7: **District Closed**, Labor Day
SEPT. 17: Last Day of Session 1
SEPT. 18: **No School**, Professional Development Day
SEPT. 21-30: **Session Break**

OCTOBER 2026

S	M	T	W	T	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

OCT. 1-9: **Session Break**
OCT. 12: **No School**, Professional Development Day
OCT. 13: First Day of Session 2

NOVEMBER 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

NOV. 13: **No School**, Professional Development Day
NOV. 25-27: **District Closed**, Thanksgiving Break

DECEMBER 2026

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

DEC. 17: Last Day of Session 2
Dec. 18-31: **Summit Closed**, School Not in Session
District Closed Dec. 21-31



JANUARY 2027

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

JAN. 1-5: **Summit Closed**, School Not In Session

SSD Opens Jan. 4

JAN. 6: **No School**, Professional Development Day

JAN. 7: First Day of Session 3

JAN. 18: **District Closed**, Dr. Martin Luther King, Jr. Day

FEBRUARY 2027

S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

FEB. 5: **No School**, Professional Development Day

FEB. 15: **District Closed**, Presidents' Day

MARCH 2027

S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

MARCH 11: Last Day of Session 3

MARCH 12: **No School**, Professional Development Day

MARCH 15-31: **Session Break**

APRIL 2027

S	M	T	W	T	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

APRIL 1-2: **Session Break**

APRIL 5: **No School**, Professional Development Day

APRIL 6: First Day of Session 4

MAY 2027

S	M	T	W	T	F	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

MAY 7: **No School**, Professional Development Day

MAY 31: **District Closed**, Memorial Day

JUNE 2027

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

JUNE 8: Last Day of Session 4

JUNE 9-10: **No School**, Professional Development Day

JUNE 17: Last Possible Day of Student Attendance with Snow Days*

JUNE 18: **District Closed**, Juneteenth Observed

JUNE 11-30: **Session Break**

*SSD will utilize up to four traditional snow days, which will not have to be made up as they are already built into the calendar. If school is canceled for more than four days due to weather, starting on the fifth snow day the District will implement Alternative Methods of Instruction (AMI) virtual learning. Families will receive communication from the District, as well as specific instructions from the student's teacher about classwork/projects/activities that will need to be completed on AMI days.

Summit Academy
Special School District of St. Louis County
105 S. Central Rd
Clayton, MO, 63105

Welcome to the 2026-2027 School Year!

Welcome both new and returning families and friends! We are looking forward to an exciting year! Please ensure you set aside some time to review the important information in the 2026-2027 Parent-Student Handbook.

Our school hours are 8:15 am to 3:25 pm. School Office hours are from 7:00 am to 3:30 pm Monday through Friday. Please refer to the school calendar for information regarding school closures.

Summit Academy Contacts		
Office (Secretary)	Cassandra Massey	314.615.2794
Principal	Ann Hawkey	314.615.2987
Guidance Counselor	Lindsay Traffas	314.615.2670
Transition Facilitator	Lauren Rongey-Llanos	314.989.7336
Reading Specialist	Taylor Arno	314.989.8209

July 20, 2026

Dear Students and Families,

Welcome to Summit Academy. The administration, faculty, and staff are committed to helping students prepare for post-secondary goals, achieve academic goals, increase independent living, and develop character. This handbook outlines basic school information, District policies, emergency procedures, and the student Code of Conduct. The teaching staff will review this handbook with students. Please take time to read the information. Should you have any questions regarding the handbook or other concerns, please feel free to contact us.

Thank you for your help and involvement. As a team, we can provide a safe and strong learning environment for all students.

Ann Hawkey

Sincerely,
Ann Hawkey
Principal
(314) 615-2987

We have reviewed the contents of the 2026-2027 Summit Academy Handbook
I have read, understand, and will support the school in implementing the Student Code of Conduct.

Custodial Guardian (JDC) Signature _____
Date

I understand and will follow the Code of Conduct

Student Signature _____
Date

Introduction

Summit Academy is for students in St. Louis County who are in the Juvenile Detention Center. The following guidelines are provided to ensure that student learning continues to be our major focus. By following these guidelines, we can work together to achieve this goal. It is the belief of the administration that the participation of the entire educational team is crucial. Staff members, parents, DJO's, adult caregivers, additional family members, and students are involved in making decisions which impact them. Collaboration strengthens the structure of the school and increases the quality of instruction.

Curriculum

At Summit Academy, we utilize SSD's general education curriculum based on the state's curriculum framework and performance standards. Adaptations and modifications are made as outlined in a student's IEP or 504. A trans-disciplinary approach is used in all classrooms; collaboration with all related service providers is expected.

Grades/Credits

Grade Scale:

100-90% A

89-80% B

79-70% C

69-60% D

59% or lower F

As part of the grading process at Summit Academy, attendance at school and participation are highly important in achieving credit in classes. As we are an alternative school, we have multiple options for obtaining credit, through direct instruction as well as credit recovery options.

Discipline Referral Process

At the Summit Academy, we firmly believe that discipline serves as a means to support the growth and development of our students while ensuring a safe and enriching learning environment for all. Our intention is never to impose punishment for its own sake, but rather to equip young individuals with the necessary tools for both academic success and personal growth. We take the time to understand the unique needs of each student and approach their challenges with patience and appropriate support, aiming to enable every student to thrive.

Our ultimate aspiration is to inspire self-discipline in every student, fostering a lifelong trait that will benefit them beyond their academic years. We strive to approach student behavior without bias, acknowledging that it often arises from underlying issues or events in their lives, be it related to their disability, homes, families, peers, social media, or the community. Our approach to discipline revolves around fostering growth rather than imposing punitive measures. We consistently convey the message that all students have the capacity to make positive choices that lead to success.

Our discipline policy and practices are designed with the ultimate goal of teaching students the skills necessary to monitor and correct their own behavior, thereby ensuring an engaged and productive learning environment. We understand that maintaining students' active participation in the learning process is crucial. As a staff, we are committed to administering discipline rules consistently, fairly, and equitably.

Restorative Norms

Purpose:

Help students gain regulatory skills, understand impact, and build empathy to be independently successful in work and life.

Our Norms:

- We are in this together
- We share needs and goals
- We utilize quiet technology to support all learning and goals

- We expect friction
- We build and rebuild our community
- We are accountable

Overview of Restorative Center Practices:

- While in RC, the students' main goal of the day is to understand the impact their behavior has on their education as well as that of their classmates.
- Once students arrive in the RC, they will receive a detailed student orientation for the purpose of clearly communicating the RC guidelines, norms, and goals.
- Students will work on regulatory skills.
 - RC facilitator will model regulation skills.
 - Students will work in these areas:
 - Self-Awareness
 - Self-Management
 - Social Awareness
 - Relationship Skills
 - Responsible Decision Making
- Impact is addressed:
 - Thought-provoking questions that could be used -
 - What impact has this incident had on you and others?
 - What has been the hardest thing for you?
 - What do you think needs to happen to make things right?
 - Student in RC works on what their impact was to other(s) through think sheet process.

Conflict Resolution/Mediation through the Restorative Center:

- If a student-student or student-staff conflict is demonstrated or reported, the Administrator may utilize the Restorative Center with support from the Counselor for mediation.
- Conflict Resolution/Mediation will not be "forced." All participants must be willing to participate, and one or both may remain in RR or RC until ready for processing. This will be determined by Administration and/or Counselor.
- If school is informed students are not coming due to possible conflict, one student will be brought to RC while the other is brought to Admin or Counselor. Students will be given the opportunity to establish communication towards resolution.

School-Wide Behavioral Expectations		
	Classroom	Hallway
Be Respectful	• Keep it G-Rated • Communicate calmly • Stay on topic • Keep it positive • Treat property with respect • Wear your uniform appropriately	• Walk silently • Treat property with respect • Wear uniform appropriately
Be Safe	• Keep all hands, feet, and other objects to yourself • Wear uniform appropriately	• Wait for staff before turning corners • Keep all hands, feet, and other objects to yourself
Be Responsible	• Complete and turn in all school work • Engage in all class activities • Wait for directions before transitioning • Follow staff directions	• Walk single file • Keep all hands, feet, and other objects to yourself

Behavioral Threat Assessment

Each school will have an identified Behavioral Threat Assessment Team that will evaluate verbal, written, or online threats made by students, families, and staff. Threats will be referred to the Behavioral Threat Assessment Team at the administrator's discretion. The Threat Assessment Evaluation rubric will be used to determine next steps. If warranted, a Threat Assessment Action Plan will be developed and implemented.

IEP Participation

- Individualized Education Plan meetings will be held for you annually
- Written document that describes your child's education program
- Important to share ideas and concerns about your child's education with your child's educational team in these meetings

Visitor/Observation Procedures

- District policy asks that you please call 48 hours in advance when scheduling an appointment with teachers or administrators
- Sign in at office
- Complete observation/confidentiality form
- District policy limits a visit to 1 instructional period
- District policy limits visits to once a month
- District policies state that therapies provided by outside agencies cannot be provided at school

All SSD School premises and grounds are smoke-free. NO WEAPONS ARE ALLOWED ON SSD SCHOOL PREMISES AT ANY TIME

School Closing

- Inclement weather (high heat index, snowstorms, excessively low temperatures) and/or communicable disease may result in the closing of school
- If the school is closed, announcements will be posted on the District's website and made via email, phone, social media, and television
- SSD information line-314/989/8450 will provide school closure information
- The School Reach automated phone system will attempt to call emergency contact numbers – please make sure we have your most current number

Emergency School Closing during the School Day

- Dangerous weather or building conditions may result in the closing of school
- If the school is closed, announcements will be made via email, phone, social media, and television
- Keep the school informed of address/phone number changes
- The School Reach automated phone system will attempt to call emergency contact numbers

Alternative Methods of Instruction (AMI) Plan

Summit Academy

Implementation: This plan is designed to be used in exceptional or emergency circumstances, which include inclement weather, utility outages, or an outbreak of contagious disease.

Availability: AMI will be available to all students during a closure as listed above.

Attendance: AMI can be used for up to 36 hours during the school year based on the state requirements. Attendance will be tied to successful completion of course assignments taking place during an AMI day.

AMI Daily Plan:

- Summit Staff will receive communication from the Summit principal with the instructional plan for AMI days. This will include instructional packets for each student currently enrolled in school.
- Classroom teachers will collect and grade the packets upon return to school the following school day.
- Special area/elective teachers will provide an activity for students to complete on the unit.
- Related services providers will provide an activity

Staff Attendance:

- Staff will attend 2 Zoom check-ins with the Principal at 8:30-9:00 and 12:30-1:00 on AMI days.

Student Attendance:

- Classroom teachers will determine attendance on the day of return by grading packets that have been turned in and completed by the students.

On the day of return following AML, teachers will send attendance to the designated staff member (secretary)by the end of the workday, 3:35 pm.

Technology

- Students may be issued technology such as a Chromebook, hotspot, or communication device.
- These items belong to the school district and must be returned before leaving for summer break or before a student's last day of attendance.
- Use of technology and the school Wi-Fi is subject to school board policy and expectations in the Code of Conduct.
- Students may face disciplinary action for misuse of technology.
- SSD Policy EHB and its regulations contain additional information about District expectations for technology usage and access.

Reporting Child Abuse

As a mandated reporter If you suspect child abuse or neglect, call Missouri Children's Division toll-free hotline at 1-800-392-3738. Our team will be available to help 24 hours a day, 7 days a week. If you are hearing or speech impaired, call Relay Missouri at 1-800-735-2466 (voice) or 1-800-735-2966 (text). If you are mandated by law to report child abuse and neglect, you can make a report online. We encourage mandated reporters to make a report online when possible to keep the hotline open for the general public. If you suspect someone 18 or older is being abused, bullied, neglected or exploited, call the division of aging hotline at 800-392-0210. The hotline operates 365 days per year from 7 a.m. to 8 p.m. People who are deaf or hard of hearing may utilize Relay Missouri by calling 1-800-735-2466. Due to the possible need for mandated reporters to report a concern to the Central Registry Unit (CRU) during the hours of 8:00 p.m. to 7:00 a.m. (when the hotline is not in operation), Online Reporting is available for use.

If you see something, say something.

**Call the Missouri Child
Abuse & Neglect Hotline**

1-800-392-3738

Child Abuse/Neglect Hotline 800-392-3738
School Violence Hotline / 866-748-7047

2026-2027 School Year

Dear Parent or Guardian,

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.
- Timely notice that your student has been assigned, or has been taught for 4 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. If you have any questions, you may call Esthere Scott, Federal Programs Administrator, at 314-989- 8542.

Sincerely,

Dr. Kelly Grigsby

Kelly Grigsby, Ph.D.
Executive Director of Schools and Programs
Special School District

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 certain disciplinary action. Any conduct not included herein, or any aggravated circumstance of any offense or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. 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. Any suspension with a recommendation of more than 10 days of suspension will require that a discipline hearing be held.

Students with disabilities will be disciplined pursuant to applicable law in accordance with this regulation and policy JG, as applicable, and in accordance with policy JGE.

Reporting to Law Enforcement

It is the district's policy 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. Policy JCF includes a list of crimes the district is required to report.

The principal or designee shall as soon as possible 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 or designee shall notify the appropriate division of the Family Court upon suspension for more than ten (10) days or expulsion of any student of whom 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 operation of the schools, and in accordance with 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 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 Special School District (SSD) or partner district property as a disciplinary consequence even if a student is not suspended or expelled from school.

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 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 prohibitions in this section, they 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. Unless otherwise specified by law or district policy, a student will be allowed to make up work missed due to suspension (see regulation JED-R).

Prohibited Conduct

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

Removal from Technical High Schools

In addition to the consequences identified within the ranges established in this regulation, a consequence of student prohibited conduct may include removal from the technical high school program. Students enrolled in programs offered through North Technical High School or South Technical High may be withdrawn from the technical high school program and return to their sending school with the approval of the superintendent or designee. Depending on timing, the district may allow the student to remain enrolled until a logical exit point such as the end of the semester or grading period.

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; use of all unauthorized electronic devices; and other misconduct related to academics, including unauthorized use of generative artificial intelligence (AI), such as large language models (chatbots).

First Offense	No credit for the work, detention, in-school suspension, grade reduction, community service, or replacement assignment
Subsequent Offense	No credit for the work, detention, in-school suspension, grade reduction, community service, 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	Principal/Student conference, community service, detention, in-school suspension 1-180 days out-of-school suspension, or expulsion. Restitution, if appropriate. Police notification.
Subsequent Offense	1-180 days out-of-school suspension or expulsion. Restitution, if appropriate. Police notification.

Assault

1. Using physical force, including but not limited to 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, police notification, detention, in-school suspension, 1-180 days out-of-school suspension.
Subsequent Offense	Principal/Student conference, police notification, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

2. 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	Police notification, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense	Police notification, expulsion.

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, community services, or 1-10 days out-of-school suspension.
Subsequent Offense	Revocation of parking privileges, detention, in-school suspension, community services, or 1-10 days out-of-school suspension.

Bullying and Cyberbullying (See board policy JFCF)

Bullying

1. Intimidation, unwanted aggressive behavior, or harassment
2. Is repetitive or is substantially likely to be repeated
3. Causes a student to fear for his or her physical or personal safety or property
4. Substantially interferes with the educational performance, opportunities, or benefits of any student without exception or substantially disrupts the orderly operation of the school
5. Is characterized by a real or perceived imbalance of physical or social power between the perpetrator and the target

Bullying may consist of:

1. Physical actions, including violence, theft, property damage, or gestures
2. Oral, electronic, or written communication, including name-calling, put-downs, extortion, or threats
3. Any threat of reprisal or retaliation for reporting of such acts

Cyberbullying

1. Bullying through the transmission of a communication including, but not limited to,
 - a. A message, text sound, or image by means of an electronic device including, but not limited to
 - b. A telephone, wireless telephone, or other wireless communication device, computer, or pager

Cyber Threats

1. Online materials that threaten or raise concerns about violence against others, suicide or self-harm

First Offense	Principal/Student conference, community service, peer-mediation, detention, in-school suspension, or 1-180 days out-of-school suspension, police notification.
Subsequent Offense	Principal/Student conference, community service, detention, in-school suspension, or 1-180 days out of school suspension, expulsion, and police notification.

Bus or Transportation Misconduct

Discipline for any offense committed by a student on transportation provided by or through the district shall be addressed 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.

Dishonesty

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

First Offense	Nullification of forged document. Principal/Student conference, community service, detention, or in-school suspension.
Subsequent Offense	Nullification of forged document. Principal/Student conference, community service, detention, in-school suspension, or 1-180 days out-of-school suspension.

Disrespectful or Disruptive Conduct or Speech (see board policy AC if illegal harassment or discrimination is involved)

Verbal, written, pictorial, or symbolic language, clothing or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in 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, community service, detention, in-school suspension, or 1-10 days out-of-school suspension, police notification.
Subsequent Offense	Principal/Student conference, community service, detention, in-school suspension, or 1-10 days out-of-school suspension, police notification.

Drugs/Alcohol (see board policies JFCH and JHCD)

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

First Offense	Police notification, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense	Police notification, 1-180 days out-of-school suspension, or expulsion.

2. Possession of or attendance while under the influence of any unauthorized prescription drug, alcohol, illegal drug, controlled substance (including marijuana and marijuana-infused products) as defined under schedules I, II, III, or IV of the Controlled Substances Act, unauthorized inhalant, counterfeit drug substance, or imitation controlled substance, any substance intended to create a false negative on a drug test, or any substance prohibited on district property by law or policy

First Offense	Police notification, in-school suspension, 1-180 days out-of-school suspension.
Subsequent Offense	Police notification, 1-180 days out-of-school suspension, or expulsion.

3. Sale, purchase, transfer, manufacture, or distribution of any unauthorized prescription drug, alcohol, narcotic substance illegal drug, controlled substance (including marijuana and marijuana-infused products) as defined under schedules I, II, III, or IV of the Controlled Substances Act, unauthorized inhalants, counterfeit drugs substance, imitation controlled substances or any substance intended to create a false negative on a drug test, any substance prohibited on district property by law or policy, or drug-related paraphernalia

First Offense	Police notification. 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense	Police notification, 1-180 days out-of-school suspension, or expulsion.

Note: Discipline for the above violations may be modified based upon the student completing a drug/alcohol treatment program. Administration will consider this on a case-by-case basis.

Extortion

Threatening or intimidating any person for the purpose of obtaining money or anything of value.

First Offense	Principal/Student conference, peer-mediation, detention, in-school suspension, community service, or 1-10 days out-of-school suspension.
Subsequent Offense	In-school suspension, detention, community service, 1-180 days out-of-school suspension, or expulsion.

Failure to Care for or Return District Property

Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.

First Offense	Restitution. Report card or transcripts may be held until dispute is settled, community service, principal/student conference, detention, in-school suspension, police notification.
Subsequent Offense	Restitution. Report card or transcripts may be held until dispute is settled, community service, detention, in-school suspension, police notification

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 SSD or partner district property during a suspension, consideration will be given to whether the student poses a threat to the safety of any student or school employee and whether the student’s presence is disruptive to the educational process or undermines the effectiveness of the district’s disciplinary policy.

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

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, community service, 1-180 days out-of-school suspension expulsion, police notification.
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Subsequent Offense	Restitution. Principal/Student conference, community service, detention, in-school suspension, 1-180 days out-of-school suspension, expulsion, police notification.
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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, peer mediation, community service, in-school suspension, 1-180 days out of school suspension, police notification.
Subsequent Offense	Principal/Student conference, peer mediation, community service, in-school suspension, 1-180 days out-of-school suspension, expulsion, police notification.

Gambling

Betting on an uncertain outcome, regardless of stakes including, but not limited to, betting on outcomes of activities, assignments, contests, and games.

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

Harassment, including Sexual Harassment (see board policy AC)

1. Use of material of a sexual nature or unwelcome verbal, written, or symbolic language based on gender, race, color, religion, sex, sexual orientation, national origin, ancestry, disability, or any other characteristic protected by law. Examples of 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, community service, detention, peer-mediation, in-school suspension, 1-180 days out-of-school suspension, expulsion, police notification.
Subsequent Offense	Principal/Student conference, community service, detention, in-school suspension, peer-mediation, 1-180 days out-of-school suspension, expulsion, police notification.

2. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, sexual orientation, 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 the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

First Offense	In-school suspension, peer-mediation, 1-180 days out-of-school suspension, expulsion, police notification.
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Subsequent Offense	Principal/Student conference, community service, detention, in-school suspension, peer-mediation, 1-180 days out-of-school suspension, expulsion, police notification.
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Hazing (see board policy JFCG)

Any activity, on or off of school grounds, 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 district-sponsored activities. Hazing can occur even when all students involved are willing participants.

First Offense	Principal/Student conference, in-school suspension, removal from activity, community service, peer-mediation, 1-180 days out-of-school suspension, expulsion.
Subsequent Offense	Removal from activity, 1-180 days out-of-school suspension, expulsion.

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, in-school suspension, community service, police notification, 1-10 days out-of-school suspension.
Subsequent Offense	Confiscation. Principal/Student conference, community service, police notification, detention, in-school suspension, 1-10 days out-of-school suspension.

Insubordination

Student's willful failure to follow directions of school district personnel, school expectations, and/or classroom or building rules.

First Offense	Principal/Student conference, community service, detention, in-school suspension, 1-10 days out-of-school suspension.
Subsequent Offense	Principal/Student conference, community service, detention, in-school suspension, 1-180 days out-of-school suspension, expulsion.

Leaving Class/Campus Without Permission – Elopement (Out of Assigned Area)

Student's not in assigned area, leaving classroom, or leaving campus without following district or classroom procedures.

First Offense	Principal/Student conference, detention, community service, in-school suspension, 1-10 days out of school suspension.
Subsequent Offense	Principal/Student conference, detention, community service, in-school suspension, 1-10 days out of school suspension.

Nuisance Items

Possession or use of items such as toys, games, and electronic devices that are not authorized for educational purposes.

First Offense	Confiscation. Community service, principal/student conference, detention, in-school suspension.
Subsequent Offense	Confiscation. Community service, principal/student conference, detention, in-school suspension, 1-10 days out-of-school suspension.

Public Display of Affection

Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

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

Safety and Security Cameras/Equipment

Students may not tamper with school cameras and/or security equipment during the school day or after school activities.

First Offense	Restitution. Principal/Student conference, detention, community services, in-school suspension, 1-180 days out-of-school suspension, expulsion, police notification.
Subsequent Offense	Restitution. Principal/Student conference, community service, detention, in-school suspension, 1-180 days out-of-school suspension, expulsion, police notification.

Safety Violation

Failure to comply with classroom, shop, lab, or building safety rules. This is inclusive of horseplay (engaging in unauthorized activities, which may cause harm or personal injury to self or others without malicious intent)

First Offense	Principal/Student conference, community service, peer-mediation, detention, in-school suspension, 1-180 days out-of-school suspension.
Subsequent Offense	Principal/Student conference, community service, peer-mediation, detention, in-school suspension, 1-180 days out-of-school suspension.

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, loss of electronic privileges, principal/student conference, detention, community service, in-school suspension, 1-180 days out-of-school suspension.
Subsequent Offense	Confiscation, loss of electronic privileges, principal/student conference, community service, detention, in-school suspension, 1-180 days out-of-school suspension, expulsion, police notification.

Sexual Activity

Consensual acts of sex or consensual simulation of sex acts including, but not limited to, intercourse or oral or manual stimulation.

First Offense	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, police notification.
Subsequent Offense	Principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension, expulsion, police notification.

Technology Misconduct (see board policy EHB and KKB and procedure EHB-R)

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

First Offense	Restitution. Principal/Student conference, loss of user privileges, community services, detention, in-school suspension, police notification, 1-180 days out-of-school suspension.
Subsequent Offense	Restitution. Loss of user privileges, community service, 1-180 days out-of-school suspension, police notification, expulsion.

2. Using or displaying an electronic personal communications device from the beginning of the school day until the end of the school day, including, but not limited to, instructional time, meal times, breaks, time between classes, and during study halls and field trips; unless the use is required and approved by a district employee for instructional purposes, authorized by the Individuals with Disabilities Act (IDEA), Americans with Disabilities Act (ADA), or The Rehabilitation Act of 1973, or is needed in an emergency situation in which there is a serious, unexpected, and dangerous situation that requires immediate action. (see Academic Dishonesty)

First Offense	Confiscation, principal/student conference, community service, loss of privileges, detention, or in-school suspension.
Subsequent Offense	Confiscation, principal/student conference, community service, loss of privileges, detention, in-school suspension, 1-180 days out-of-school suspension, expulsion.

3. Violations, other than those listed in “1” or “2” above, of board policy EHB, regulation

EHB-R, or any policy or procedure, regulating student use of personal electronic devices.

First Offense	Restitution. Principal/Student conference, detention, in-school suspension.
Subsequent Offense	Restitution. Loss of user privileges, 1-180 days out-of-school suspension, expulsion

4. Use of audio or visual recording equipment in violation of board policy KKB.

First Offense	Confiscation. Principal/Student conference, detention, in-school suspension, 1-10 days out-of-school suspension.
Subsequent Offense	Confiscation, principal/student conference, detention, in-school suspension, 1-10 days out-of-school suspension.

Theft

Attempted theft or knowing possession of stolen property.

First Offense	Return or of restitution for property, community service, principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension, police notification.
Subsequent Offense	Return or restitution for property, community service, principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension, police notification.

Threats or Verbal Assault

Verbal, written, pictorial, or symbolic language or gestures that create a reasonable fear of physical injury or property damage. (see Cyberbullying)

First Offense	Principal/Student conference, peer-mediation, community service, detention, in-school suspension, 1-180 days out-of-school suspension, expulsion, police notification.
Subsequent Offense	Principal/Student conference, peer-mediation, community service, in-school suspension, 1-180 days out-of-school suspension, expulsion, police notification.

Tobacco Possession or Use

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

First Offense	Confiscation of prohibited product or item, principal/student conference, community service, detention, in-school suspension.
Subsequent Offense	Confiscation of prohibited product or item, detention, in-school suspension, community service, 1-10 days out-of-school suspension.

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

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

First Offense	Confiscation of prohibited product or item. Principal/Student conference, community service, detention, in-school suspension, 1-3 days out-of-school suspension.
Subsequent Offense	Confiscation of prohibited product or item, in-school suspension, community service, 1-10 days out-of-school suspension.

Truancy or Tardiness (see board policy JED and procedure JED-R)

Absence from school without the knowledge and consent of parents/guardians and/or the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

First Offense	Principal/Student conference, detention, community service, 1-3 days in-school suspension, police notification.
Subsequent Offense	Principal/Student conference, community service, detention, 3-10 days in-school suspension, and removed from extracurricular activities. Police notification or referral to Children's Division and/or Family Court.

Unauthorized Entry

Unauthorized 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 unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

First Offense	Principal/Student conference, community service, detention, in-school suspension, 1-180 days out-of-school suspension, police notification.
Subsequent Offense	1-180 days out-of-school suspension, expulsion, police notification.

Unauthorized Groups/Gangs

Gathering related to unauthorized clubs, groups, and/or activities. (see board policy IGDA)

First Offense	Principal/Student conference, community service, detention, in-school suspension, 1-180 days out-of-school suspension, police notification.
Subsequent Offense	1-180 days out-of-school suspension, expulsion, police notification.

Vandalism (see board policy ECA)

Willful damage or an attempt to cause damage to real or personal property belonging to the district, staff or students.

First Offense	Restitution. Principal/Student conference, community service, detention, in-school suspension, 1-180 days out-of-school suspension, expulsion, police
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	notification.
Subsequent Offense	Restitution. Principal/Student conference, community service, detention, in-school suspension, 1-180 days out-of-school suspension, expulsion. Police notification.

Weapons (see board policy JFCJ)

1. 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	One calendar year suspension or expulsion, unless modified by the board upon recommendation by the superintendent, police notification.
Subsequent Offense	One calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent, police notification.

2. Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo., 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. Police notification.
Subsequent Offense	Expulsion, unless modified by the board upon recommendation by the superintendent. Police notification.

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

First Offense	In-school suspension, detention, community service, 1-180 days out-of-school suspension, or expulsion, police notification.
Subsequent Offense	In-school suspension, detention, community service 1-180 days out-of-school suspension, expulsion, police notification.

MSIP Refs.:

6.6

Date Issued by the Superintendent:

June 24, 2008

Date Revised:

September 14, 2010
September 10, 2013
October 13, 2015
July 18, 2017
March 12, 2024
April 22, 2025
July 22, 2025

Superintendent of Schools

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 programs¹ 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	
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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)

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.

Missouri Child Abuse and Neglect Hotline Numbers

Toll-free Phone Line

1-800-392-3738

Hearing and Speech Impaired

1-800-735-2466 Voice

1-800-735-2966 Text

MO HealthNet for Kids

Through the MO HealthNet for Kids program, children receive full, comprehensive coverage including primary, acute, and preventative care, hospital care, dental and vision care as well as prescription coverage.

Website: <https://mydss.mo.gov/healthcare/mohealthnet-for-kids>

Toll-free phone number: 855-373-4636

Visit your local **Family Support Division** office

Trauma-Informed Schools Initiative

Learn more about Missouri's Trauma-Informed Schools Initiative at:

<https://dese.mo.gov/traumainformed>