

Daly Elementary School

"Whatever it is, together we can!"



2017-2018 Student Handbook

704 Lucky St.

Fayette, MO 65248

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www.fayette.k12.mo.us

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Welcome to Daly Elementary!

Hello and welcome to another exciting year at Daly Elementary! I have been honored to serve as building principal for the past four years, and am looking forward to a positive and successful school year. As your child's principal, I am committed to positive growth and excellence in our school and for your child as well. I know that this year will be our best year yet!

I would like to take the opportunity to introduce you to Daly Elementary. DES serves students PreK-5th grade. Our faculty and staff are committed to creating a positive learning environment utilizing the support of our Falcon Team time, a rigorous curriculum and high expectations.

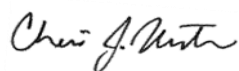
It is with great honor and pride that we encourage our dedicated faculty, parents and students to begin a new school year and be a part of the Falcon tradition. I look forward to getting to know each of you as we work together to guide your child towards life-long learning and achievement. We have a highly qualified and progressive teaching staff that is committed to providing our student with rigorous instruction using researched-based resources to enhance our student learning. Their dedication and willingness to do "whatever it takes" helps our students achieve at their highest potential.

At DES, we are committed to making children and their education a top priority. Daly Elementary is truly a warm, safe and inviting learning environment. Our students are challenged to achieve their highest potential and to become safe, respectful and responsible members of society. The staff and I encourage each student at DES to work productively each day to enrich their learning potential. Parents share with the school the tremendous responsibility of educating and preparing children to transition to their next learning level.

This handbook addresses many of the everyday questions that you may have concerning policy. It also contains the student discipline code. It is important that you review the information contained in the handbook as we work together this school year to make the best possible experiences come alive for your student. **After you have read and discussed the material with your child, please sign the Parent Signature Sheet and return it in your child's mail folder. This can be found in your other forms that must be sign and returned.**

If at any time you have questions regarding the handbook, policies or ways to enrich your child's learning experience, please do not hesitate to contact us! I look forward to another outstanding year of learning.

Sincerely,



Mrs. Cheri Huster

Daly Elementary Staff ---- 2017-2018

<p><u>Principal</u> Cheri Huster</p> <p><u>Secretaries</u> Kellie Beaman Lisa Gebhardt</p> <p><u>Counselor</u> Cassidy Spaeder</p> <p><u>Librarian</u> Jan Bagby</p> <p><u>Nurse</u> Kelly Beeler</p> <p><u>Custodians</u> James Alexander Theresa Boatman Rick Brundage</p> <p><u>Para Professionals</u> Casey Vroman Hope Ashby David Maxfield Mallory Gose Lisa Schoephoerster Melisa Felten Sandy Collins Katie Wiggins</p> <p>Angie Conrow- Library Aide</p>	<p><u>Early Childhood</u> Rebecca Pearman</p> <p><u>Preschool</u> Stephanie Friebe</p> <p><u>Kindergarten</u> Amy Busker Susan Craig Brandy Lembke</p> <p><u>First Grade</u> Stacie Beaman Angela Petrin Therese Stevens</p> <p><u>Second Grade</u> Carrie Oakley Sarah Page</p> <p><u>Third Grade</u> Susan Frevert Adrian Newell Lauren Schekorra</p> <p><u>Fourth Grade</u> Sherri Dobson Kylie Hedges Lisa Wiswall</p> <p><u>Fifth Grade</u> Wayne Duren Ellie Rice</p>	<p><u>5th Grade Band</u> Alex Kirby</p> <p><u>Art</u> Erica Begley</p> <p><u>Music</u> Vanessa Miner</p> <p><u>P.E.</u> Andrew Baxley</p> <p><u>Technology</u> Tiffany Zimmer</p> <p><u>Special Services</u> Melissa Duren-Coordinator Leah Springer Terri Fletcher-Secretary</p> <p><u>Title I – Reading</u> Brandy Wells Nancee Gladden</p> <p><u>Focus Room</u> Kim Eaton</p>
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10,11,14,15: Teacher PD/Work Days
17: First Day of School

AUGUST '17						
S	M	T	W	Th	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		

JANUARY '18						
S	M	T	W	Th	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			

1: No School
2: No School (Teacher Work Day)
3: Classes Resume
15: No School (MLK Day)
29: No School (Teacher PD)

4: No School (Labor Day)
11: No School (Teacher PD)
15: Midterm- 1st Qtr.

SEPTEMBER '17						
S	M	T	W	Th	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

FEBRUARY '18						
S	M	T	W	Th	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			

2: Midterm- 3rd Qtr.
8: Early Release: 12:36
P-T Conferences 1:30-7:00
9: No School (Teacher Earned Day Off)
19: No School (President's Day)

9: No School (Teacher PD)
13: 1st Quarter Ends
19: Early Release: 12:36
P-T Conferences: 1:30- 7:00
20: No School

OCTOBER '17						
S	M	T	W	Th	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	31				

MARCH '18						
S	M	T	W	Th	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

8: 3rd Quarter Ends
9: No School (Teacher PD)
29-30: No School- Spring Break

6: No School (Teacher PD)
17: Midterm- 2nd Qtr.
22-24: No School (Thanksgiving Break)

NOVEMBER '17						
S	M	T	W	Th	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		

APRIL '18						
S	M	T	W	Th	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					

2-3: No School- Spring Break
13: Midterm- 4th Qtr.

20: Last Day of 1st Semester (Full Day)
21: Winter Break Begins

DECEMBER '17						
S	M	T	W	Th	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						

MAY '18						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

16: Last Day of School- Dismiss @ 12:36
28: Memorial Day

Fayette R-III Calendar 2017-2018



In the case of inclement weather or other emergency situations-
Late Start Time: 10:00a.m. Early Release Time: 12:36p.m.

This calendar is based on hours of attendance.
Inclement weather days 1-4 are built into the calendar.

Day 5 will be made up on March 29.
Day 6 will be made up on April 3.
Day 7 will be made up on May 17.

Board Approved February 15, 2017

FAYETTE R-III SCHOOL BOARD OF EDUCATION

Mr. Gary Gose
Mr. Eric McSwain
Mr. Larry Anderson
Mrs. Michelle Howell
Mr. Tim Jackman
Dr. Jean Schmidt
Mrs. Shauna Young

President
Vice-President
Member
Member
Member
Member
Member

FAYETTE R-III DISTRICT ADMINISTRATION

Dr. Tamara Kimball
Mr. Patrick Tray
Mrs. Cheri Huster
Mr. Brent Doolin
Mrs. Melissa Duren
Mrs. Jill Wiseman
Mr. Geoff Moorehead
Mr. Gary Beeler

Superintendent
High School Principal
Elementary Principal
Middle School Principal
Special Services Coordinator
Curriculum Director
Athletic Director
Transportation



Fayette R-III School District Vision

Our vision is to ensure that all students are given the necessary means to be prepared for and successful in their next academic challenge.

Fayette R-III School District Mission

Our mission is to educate all students to be ethical, successful citizens.

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## Daly Elementary Vision

The goal of Daly Elementary School is excellence in academics and character for all students. We strive for every child to reach grade-level or above on district and state academic requirements. Students transitioning from Daly Elementary School will be prepared for a rigorous middle school curriculum.

## Daly Elementary Mission

The mission of Daly Elementary is to provide a foundation which equips all students with the essential skills for learning.

## DES School Hours

**School Hours: 7:55 a.m. – 3:12 p.m.**

**Office Hours: 7:30 a.m. – 4:00 p.m.**

**Late Start School Hours: 10:00 a.m. – 3:12 p.m.**

**Late Start Office Hours: 9:30 a.m. – 4:00 p.m.**

**For announcements about late start/school cancellations, please refer to the following outlets of information:  
KOMU, KMIZ, the Fayette R-3 Daly Elementary Facebook Page and/or Falcon Alerts.**

## Hours of Supervision

Students coming to school before 7:30 a.m. are not supervised by school personnel. As students arrive after 7:30 a.m., they must come into the building and go directly to the gym. If they are eating breakfast, they are to leave their belongings in the gym and head straight to the cafeteria. *Please note on late start days, breakfast is not served.* After school is dismissed, students must leave the school grounds and go directly home, or to their designated locations.

## Arrivals

Students may begin arriving at 7:30 a.m. and 9:35 a.m. on late start days. It is the parents' responsibility to see that their child does not arrive to school before the entry time unattended. Parents dropping off students should proceed to the back parking lot on Spring Street and are to enter Daly from the back parking lot (Spring Street) using the 1<sup>st</sup> set of doors (East).

## Change of Procedure

Parents/Guardians are asked to **send a note if a child is to do something other than his/her normal routine.** We need to know where your child is going, how they will get there, whom they are going with, etc. Because we want our students to be safe, we will not deviate from the normal routine without written or verbal consent. **Please call our school office BEFORE 2:30 p.m. to ensure that we can deliver a timely message to your student.**

If your student is going to be absent for the day, we ask that you please notify our school office so that we can let our teachers know and arrange for any work that is to be picked up.

## Late Start

On inclement weather days, the Fayette R-III School District will enact a late start to ensure students can arrive safely to school. On late start days, the buses will run 2 hours behind normal pick-up times. Students who arrive by car or walk may not enter the building until 9:35 a.m. The doors for buses will open at 9:35 a.m. and classroom learning will begin at 10:00 a.m. The school day will end at 3:12 p.m. Students are not supervised after 3:12 p.m. Breakfast will not be served on late start days, and there will be no morning preschool.

## Walking Students

Students are welcome to walk, ride their bicycles to school, or to ride in a car to school. Students are asked not to arrive before 7:30 a.m. and are to leave immediately following school dismissal. The city of Fayette has an ordinance which closes Spring Street one half hour before and one half hour after school. **Under no circumstances are students to walk or ride their bicycles on Lucky Street.** Students walking or riding bikes are to enter and leave Daly by the back doors. Students are only able to travel to the high school with an adult after the school day has ended. Bicycles are to be parked in the bike rack provided at the rear of the building and may not be used again until school is dismissed. We urge all parent(s) to plan and practice a route for their children.

Students must cross only at the designated crosswalks. Students who ride in a car should have the driver drop them off at the southeast door of Daly Elementary School. Students not riding a bus should be picked up in the back parking lot. Drivers are urged to use caution when driving around the school.

## Restricted Pick Up

Students can only be picked up from school by those assigned by the custodial parent. The office must be notified of individuals who are not to pick up a student from school. Any legal documentation that pertains to restricted contact must be copied and included with the written notice.



### Students Who Walk or Ride Bicycles to and from Daly and Clark

Students who walk to and from Daly need to use Spring Street since it is closed to traffic from 7:00 to 8:00 A.M., and from 2:45 to 3:30 P.M. Students need to arrive between 7:30 and 7:45 A.M. Bicycles must be parked in the bike racks provided in the back parking lot.

### Bus Students

The Fayette School District operates school buses to bring rural students to school. Bus transportation is not for students inside the city limits of Fayette. The town of Armstrong will have designated pick-up times/locations. The bus schedules are drawn up to meet the needs of the majority of the students involved. If you are not certain of the bus schedule in your area, check with Transportation Director, Joe Pemberton at the bus barn (660-248-3205).

The buses load in front of each school. Students are to remain on the sidewalk until the bus they ride has completely stopped moving. Loading should be in an orderly fashion. Do not walk between buses at any time.

Disciplinary action for infractions occurring on the bus will follow the back of the bus ticket referral form, which follows:

**Step 1. Bus driver offers verbal directives for inappropriate behaviors.**

**Step 2. Bus driver takes corrective action by assigning seats.**

**Step 3. Bus driver generates a Bus Conduct Report producing corrective action by a building administrator.**

- a. **1<sup>st</sup> conduct report – Principal gives verbal directives with parent contact and bus letter.**
- b. **2<sup>nd</sup> conduct report – Principal gives verbal directives with one day suspension from bus riding privilege.**
- c. **3<sup>rd</sup> conduct report – one to three day suspension from bus riding privilege.**
- d. **4<sup>th</sup> conduct report – five day suspension from bus riding privilege.**
- e. **5<sup>th</sup> conduct report – ten days suspension from bus riding privilege.**
- f. **Future conduct reports – ten day suspension from bus riding privilege.**
- g. **Severe behaviors (fighting, bullying, aggressive behavior towards other passengers or the bus driver) results in a minimum 10 day suspension and potential revocation of bus riding privileges.**

Parents/Guardians will be required to determine one pickup and one drop-off point for their respective children. Calls to building secretaries or notes changing pickup/drop-off points will not be accepted.

**Students are not permitted to ride home with other students on a bus for birthday parties, sleepovers, etc. These arrangements should be made between families so that proper pick-up after school can take place.**

### Tardies

A child who is not in the classroom by 7:55 a.m. is considered tardy and must report to the school office before being admitted to class. **A parent/guardian MUST sign in the student if he/she arrives after the start of our school day in order to verify their tardiness.** Since school is a child's place of business, we strongly encourage the habit of punctuality and regular attendance. Habitual tardiness/unexcused absences will be considered cause for disciplinary action by the school and may include a report to juvenile authorities.

### Attendance

Students who are brought to school, ride a bike, or walk are to use Spring Street and are to enter Daly from the back parking lot (Spring Street) using the 1<sup>st</sup> set of doors (East).

If the student is unable to participate in an activity due to an ailment, the attending physician needs to send a note to the school through the parents.

### Attendance Procedures

1. Upon three (3) days of absence from school in a semester, a letter will be mailed to the student's home address announcing that an attendance problem is developing.
2. Upon five (5) days of absence from school in a semester, a letter will be mailed to the student's home address announcing that an attendance problem is developing. The District considers five (5) days of absence to be excessive unless unusual circumstances exist.
3. Upon seven (7) days of absence from school in a semester, a letter will be mailed to the student's home address.
4. Upon nine (9) days of absence from school in a semester, a letter will be mailed to the student's home address announcing that an attendance problem is evident and the referral process begins.
5. Referral process: May include one or more of the following items:
  - a. Referral to the appropriate supporting agency- Howard County Juvenile Office
  - b. Referral for possible retention

Legal Note: Fayette School District considers the building principal of each school as the attendance officer and legal agent of that school in charge of attendance.

We do understand that there are times when an absence occurs due to appointments that cannot be made at any time other than Monday through Friday between the hours of 8:00 a.m. and 3:12 p.m. Students that are absent during the day are responsible for any work they may have missed during that time.

### Make Up Work Procedure

Students have one more day to make up work than the total of days absent. (Example: If students are absent one day, they have two days to make up the work. If they are absent five days, they have six days to make up the work.)

### Pre-Arranged Absences

Students who want to accompany their parent(s) on a trip must request permission from the principal's office one week in advance of the departure date. Your student's classroom teacher will need to be notified. It is the student's responsibility to complete any assignments missed due to an absence.

### Attendance of Daly School Sponsored Activities

Daly sponsored activities such as field trips are not absences for those who attend the activity. Those that do not attend the school sponsored activity are absent from school.

**The building Principal** may change the attendance record at his/her discretion for the student due to the situation.

### Falcon Alerts

The Fayette District encourages parents to sign up for Falcon Alerts for important information about our district. The alert is sent as a text message directly to your mobile phone. To register your phone, please go to [www.fayette.k12.mo.us](http://www.fayette.k12.mo.us) and scroll down to the right hand side of the page to find the "sign up for text alerts" icon Click and enroll for emergency information, school closings, late starts and school event reminders. Falcon Alerts is a free service sponsored by Commercial Trust Co.

### Lost and Found

Articles such as books, textbooks, clothing, etc., which are found should be turned into the lost and found box located in the band instrument room at Clark Middle School. Students are encouraged to label all clothing, books, textbooks, and personal articles.

### Visitors

All visitors to our school must check in to the school office and sign in. **A visitor's pass must be worn at all times while in the building.** We welcome and encourage your visits, but please check in to the office first. To protect the school's learning environment, we ask that students are not pulled out of class so that we can ensure optimal learning each day.

### **Classroom Parties**

Daly Elementary has three parties during the school year: one each during the fall, winter, and spring. Invitations to outside of school birthday parties will not be distributed unless invitations are made for all students of your child's classroom. Throughout the school year, as Falcon Heads are collected for good behavior, students will participate in school-wide celebrations. Falcon Heads are small tickets that classrooms earn for exhibiting our school-wide expectations. We fill up a 100's chart and when that is full, we celebrate their achievements!

### **Leaving School**

Students are not allowed to leave the school campus during school hours for any reason without the knowledge and consent of the school office. Permission to leave the school grounds will only be granted upon the written or verbal request from the student's parent/guardian. Phone requests to allow the child to leave will only be accepted when school personnel can assure the identity of the caller.

### **Meals**

Daly Elementary provides breakfast and lunch at school. Breakfast is served from 7:35 a.m. to 7:55 a.m. Meals can be paid for by the day, week, month, or entire school year. Checks should be made payable to Daly Elementary School. Meals and milk purchases must be paid in advance. No food or drink should be eaten outside the cafeteria except under the supervision and with the permission of a teacher. Students may bring their lunch to school but they must eat it in the cafeteria. Students should be careful with their food and milk and help to keep the cafeteria clean and pleasant. Cafeteria behavior should exemplify good manners. Behaviors such as running, shouting, messiness, throwing food, etc., are not acceptable and will result in disciplinary action. In an effort to promote an enjoyable and relaxed dining atmosphere, students are asked to comply with all cafeteria expectations. Students must demonstrate respect for all staff members/lunchroom supervisors/cafeteria workers. Students are responsible for the cleanliness of their table area.

It is preferred that student's lunch accounts always have a positive balance in their accounts. If the account falls below -\$5.00, then a notification will be mailed home informing parents of the charges owed. After the account reaches -\$25.00, lunches may no longer be charged. If payment is not received in a timely manner the student will be offered a peanut butter sandwich and milk.

### **Guidance and Counseling**

A counselor is available to all Fayette School students. The strength of the guidance and counseling program can be measured by the amount of involvement the counselor has with students, parents, and teachers. The counselor is the person you can contact about academic or social questions and concerns. Among the services provided by the counselor are:

1. Individual parent(s) conferences
2. Student conferences
3. Individual, small and large group counseling sessions.
4. Orientation of new students
5. Referral of students for special services
6. Conduct staffing for student placement
7. Individual and group testing
8. Contact person in arranging parent(s)-teacher conferences
9. Career Guidance and Exploration

### **Library Media Center**

The LMC is open from 7:30 a.m. – 3:30 p.m. throughout the school year. Daly students visit the library weekly during library special classes. Students may visit the library individually to return and check out new books with their teacher's permission. Individual students must sign in at the LMC desk.

Kindergarten through second grade (1<sup>st</sup> quarter) students may check out one book for a period of one week. Second grade (2<sup>nd</sup> quarter) through fifth grade students may check out two books for a period of two weeks. Overdue book slips will be sent home in Friday folders. Books that are overdue by one month or more will be considered lost. Lost or damaged books will be billed to the student. Any lost books returned in good condition within one year of payment, will have this payment refunded.

### **Computer Lab**

The computer lab is available for use at the scheduling of the classroom teacher. Students also participate in Technology class where they learn various skills with computers and programs. Any misuse of the hardware, software, or any service provided for in the computer lab will result in the loss of computer privileges.

### **Disaster Drills**

The Fayette R-III Schools will perform disaster drills so as to prepare students and staff in the actions that need to be taken. A drill is performed each month. These drills include: fire, tornado, earthquake and intruder.

### **Character at Daly Elementary**

Character education goes along with building a Professional Learning Community and Positive Behavior Supports through a focus on developing good character traits or virtues in our students. Monthly character traits are taught in classrooms throughout the building. The goal is to assure that all students, on transitioning from DES, will have developed a keen sense of personal and civic responsibility. Character traits are taught by both word and deed. The aim of Daly Elementary School is to use these as tools to build a better world for children.

August/September: Respect  
October: Responsibility  
November: Compassion  
December: Cooperation  
January: Integrity  
February: Honesty  
March: Trustworthiness  
April: Pride  
May: Self-Discipline

### **Daly Elementary Leadership Council and Ambassadors**

Seeing students embrace leadership is making our school a better place for learning. We established leadership positions in the fall of 2014 as a way to broaden our school pride with our students. Research tells us that by being connected to a purpose produces increased results in academic achievement and behavior. Our leadership positions are for students in grades 3<sup>rd</sup>-5<sup>th</sup>. Students in these three grades have the opportunity to apply for various positions around the school building. Our leadership ambassadors are students in 4<sup>th</sup> and 5<sup>th</sup> grade. The leadership ambassadors help with planning our Falcon head parties and assist with Falcon Fest, which is our monthly character and recognition assemblies. The leadership ambassadors also assist with school-wide functions such as Grandparent's Day, Muffins with Mom, Donuts with Dad and various school functions.

### **Falcon Fest**

Falcon Fest is our monthly recognition assembly where we recognize our students for exhibiting the character trait for the month and academic achievement. Our specials teachers (art, library, music, PE, technology) also award students for their hard work and achievement in their classes. Falcon Fest is typically held on the last Friday of the month. Our staff leadership team decides on what academic award will be given each month. We encourage our students to have Falcon spirit each Friday of the month by wearing black, gold, or their Falcon Fest shirt.

### **Olweus Bully Prevention Program**

Olweus (pronounced OL-VAY-us) is the bully prevention program that we utilize at Daly Elementary School. The developer, Dr. Dan Olweus of Norway, has researched for over 35 years and his program has been implemented throughout the world. Our students become familiar with this program through weekly lessons that address many situations that can arise. As a school staff, we work diligently to maintain an environment where every child feels safe each day.

### **Watch D.O.G.S.**

Watch D.O.G.S (Dads of Great Students) is a national program that we utilize at Daly Elementary to promote involvement with our father-figures in our community. During the school year, father-figures are asked to come in and serve a day of fun with their student. The day includes spending time in a classroom, helping with recess duty, supervising lunch and learning more about what our students do each day. We kick off this program with a pizza night in the early fall.

## Daly Elementary Kindergarten-2<sup>nd</sup> Grade Discipline Matrix

| Offense                                                                                                                      | 1 <sup>st</sup> Referral                  | 2 <sup>nd</sup> Referral                  | 3 <sup>rd</sup> Referral                   | 4 <sup>th</sup> Referral                           |
|------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|-------------------------------------------|--------------------------------------------|----------------------------------------------------|
| Academic Dishonesty                                                                                                          | Zero on assignment                        | ½ day ISS, zero on assignment             | 1 day ISS, zero on assignment              | 2 days ISS, zero on assignment                     |
| Arson                                                                                                                        | 1 day OSS, referral to authorities        | 3 days OSS, referral to authorities       | 5 days OSS, referral to authorities        | 10 OSS, referral to authorities and superintendent |
| Assault                                                                                                                      | 1 day OSS                                 | 3 days OSS                                | 5 days OSS                                 | 10 OSS and referral to Superintendent              |
| Bullying / Harassment<br>See board policy (JFCF)                                                                             | 1 day ISS                                 | 2 days ISS                                | 3 days ISS                                 | 1 day OSS                                          |
| Cell phones and non-academic electronic devices (toys included)                                                              | Held in office for parent                 | Held in office for parent                 | Held in office for parent                  | Held in office for parent, 1 day ISS               |
| Dangerous Items- Possession or use                                                                                           | 1 day OSS and referral to Superintendent  | 5 days OSS and referral to Superintendent | 10 OSS and referral to Superintendent      | 10 OSS and referral to Superintendent              |
| Defiance of Authority                                                                                                        | ½ day ISS                                 | 1 day ISS                                 | 2 days ISS                                 | 3 days ISS                                         |
| Dishonesty                                                                                                                   | 1 day ISS                                 | 2 days ISS                                | 3 days ISS                                 | 4 days ISS                                         |
| Disrespectful or Disruptive Conduct                                                                                          | ½ day ISS                                 | 1 day ISS                                 | 2 days ISS                                 | 1 day OSS                                          |
| Disrespectful or disruptive Speech                                                                                           | ½ day ISS                                 | 1 day ISS                                 | 2 days ISS                                 | 1 day OSS                                          |
| <b>Drugs/Alcohol-</b><br>Possession/Sale/Purchase/<br>Distribution/Consumption of illegal or controlled substance or alcohol | 3 days OSS and referral to Superintendent | 5 days OSS and referral to Superintendent | 10 days OSS and referral to Superintendent | 10 days OSS and referral to Superintendent         |
| False Alarms                                                                                                                 | 1 day OSS and referral to Superintendent  | 3 days OSS and referral to Superintendent | 5 days OSS and referral to Superintendent  | 10 OSS and referral to Superintendent              |
| Fighting with fist/hands/feet                                                                                                | 1 day ISS                                 | 1 day OSS                                 | 2 days OSS                                 | 5 days OSS                                         |
| Repeated Referral after 4 <sup>th</sup> Offense                                                                              | 3 days OSS                                | 4 days OSS                                | 5 days OSS                                 | 5+ days OSS and referral to Superintendent         |
| Sexual Harassment                                                                                                            | 1 day ISS and referral to Superintendent  | 1 day OSS and referral to Superintendent  | 3 days OSS and referral to Superintendent  | 5 days OSS and referral to Superintendent          |
| Technology Misconduct                                                                                                        | Restitution, Computer restrictions        | Restitution, Computer restrictions        | Restitution, Computer restrictions         | Restitution, Computer restrictions                 |
| Tobacco- Possession / Usage                                                                                                  | 1 day ISS                                 | 1 day OSS                                 | 2 days OSS                                 | 5 days OSS                                         |
| Theft under \$25 (restitution required)                                                                                      | 1 day ISS                                 | 1 day OSS and referral to Superintendent  | 2 days OSS and referral to Superintendent  | 5 days OSS and referral to Superintendent          |
| Theft over \$25 (restitution required)                                                                                       | 1 day OSS                                 | 2 days OSS referral to Superintendent     | 5 days OSS referral to Superintendent      | 10 days OSS referral to Superintendent             |
| Threats or extortion to Teacher                                                                                              | 1 day OSS                                 | 5 days OSS                                | 8 days OSS                                 | 10 days OSS and referral to Superintendent         |
| Threats or extortion to Students                                                                                             | 1 day OSS                                 | 5 days OSS                                | 8 days OSS                                 | 10 days OSS and referral to Superintendent         |
| Vandalism                                                                                                                    | 1 day ISS                                 | 1 day OSS                                 | 2 days OSS                                 | 5 days OSS                                         |
| Weapons- Possession of OR use of                                                                                             | 1 day OSS and referral to Superintendent  | 3 days OSS and referral to Superintendent | 5 days OSS and referral to Superintendent  | 10 days OSS and referral to Superintendent         |

## Daly Elementary 3<sup>rd</sup>-5<sup>th</sup> Grade Discipline Matrix

| Offense                                                                                                                      | 1 <sup>st</sup> Referral                    | 2 <sup>nd</sup> Referral                    | 3 <sup>rd</sup> Referral                    | 4 <sup>th</sup> Referral                    |
|------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|---------------------------------------------|---------------------------------------------|---------------------------------------------|
| Academic Dishonesty                                                                                                          | Zero on assignment                          | 1 day ISS, zero on assignment               | 2 days ISS, zero on assignment              | 3 days ISS, zero on assignment              |
| Arson                                                                                                                        | 1 day OSS, referral to authorities          | 3 days OSS, referral to authorities         | 5 days OSS, referral to authorities         | 10 OSS, referral to authorities             |
| Assault                                                                                                                      | 1 day OSS                                   | 3 days OSS                                  | 5 days OSS                                  | 10 OSS and referral to Superintendent       |
| Boisterous conduct (horseplay, shoving, loud arguments, etc.)                                                                | 1/2 day ISS                                 | 1 day ISS                                   | 2 days ISS                                  | 1 day OSS                                   |
| Bullying / Harassment<br>See board policy (JFCF)                                                                             | 1 day ISS                                   | 2 days ISS                                  | 1 day OSS                                   | 2 days OSS                                  |
| Cell phones and non-academic electronic devices (toys included)                                                              | Held in office for parent                   | Held in office for parent                   | Held in office for parent                   | Held in office for parent, 1 day ISS        |
| Dangerous Items- Possession or use                                                                                           | 1 day OSS                                   | 5 days OSS                                  | 10 OSS and referral to Superintendent       | 10 OSS and referral to Superintendent       |
| Defiance of Authority                                                                                                        | 1 day ISS                                   | 2 days ISS                                  | 1 day OSS                                   | 2 days OSS                                  |
| Dishonesty                                                                                                                   | 1 day ISS                                   | 2 days ISS                                  | 3 days ISS                                  | 1 day OSS                                   |
| Disrespectful or Disruptive Conduct                                                                                          | 1/2 day ISS                                 | 1 day ISS                                   | 2 days ISS                                  | 1 day OSS                                   |
| Disrespectful or Disruptive Speech                                                                                           | 1/2 day ISS                                 | 1 day ISS                                   | 2 days ISS                                  | 1 day OSS                                   |
| <b>Drugs/Alcohol-</b><br>Possession/Sale/Purchase/<br>Distribution/Consumption of illegal or controlled substance or alcohol | 3 days OSS and referral to Superintendent   | 5 days OSS and referral to Superintendent   | 10 days OSS and referral to Superintendent  | 10 days OSS and referral to Superintendent  |
| False Alarms                                                                                                                 | 1 OSS and referral to Superintendent        | 3 OSS and referral to Superintendent        | 5 OSS and referral to Superintendent        | 10 OSS and referral to Superintendent       |
| Fighting                                                                                                                     | 2 days ISS                                  | 1 day OSS                                   | 3 days OSS                                  | 5 days OSS                                  |
| Public Display of Affection                                                                                                  | Warning and parent contact                  | ½ day ISS                                   | 1 day ISS                                   | 2 days ISS                                  |
| Repeated Referral after 4 <sup>th</sup> Offense                                                                              | 3 days OSS                                  | 4 days OSS                                  | 5 days OSS                                  | 5+ days OSS and referral to Superintendent  |
| Sexual Harassment                                                                                                            | 1 day ISS and referral to Superintendent    | 2 days OSS and referral to Superintendent   | 3 days OSS and referral to Superintendent   | 5 days OSS and referral to Superintendent   |
| Technology Misconduct                                                                                                        | Restitution, Computer restrictions          | Restitution, Computer restrictions          | Restitution, Computer restrictions          | Restitution, Computer restrictions          |
| Theft under \$25 (restitution required)                                                                                      | 1 day ISS                                   | 1 day OSS and referral to Superintendent    | 2 days OSS and referral to Superintendent   | 5 days OSS and referral to Superintendent   |
| Theft over \$25 (restitution required)                                                                                       | 1 day OSS                                   | 2 days OSS referral to Superintendent       | 5 days OSS referral to Superintendent       | 10 days OSS referral to Superintendent      |
| Threats or extortion to Teacher                                                                                              | 1 day OSS                                   | 5 days OSS                                  | 8 days OSS                                  | 10 days OSS and referral to Superintendent  |
| Threats or extortion to Students                                                                                             | 1 day OSS                                   | 5 days OSS                                  | 8 days OSS                                  | 10 days OSS and referral to Superintendent  |
| Tobacco- Possession / Usage                                                                                                  | 1 day ISS                                   | 1 day OSS                                   | 2 days OSS                                  | 5 days OSS                                  |
| Truancy                                                                                                                      | Parent contact, referral to Juvenile Office | Parent contact, referral to Juvenile Office | Parent contact, referral to Juvenile Office | Parent contact, referral to Juvenile Office |
| Vandalism                                                                                                                    | 1 day ISS                                   | 1 day OSS                                   | 2 days OSS                                  | 5 days OSS                                  |
| Weapons- Possession of OR use of                                                                                             | 1 day OSS and referral to Superintendent    | 3 days OSS and referral to Superintendent   | 5 days OSS and referral to Superintendent   | 10 days OSS and referral to Superintendent  |

## Student Code of Conduct

All School personnel have the responsibility to instruct, guide and supervise students during school and school-sponsored activities with the objectives of promoting positive learning experiences and responding effectively to unacceptable student behavior. Proper instruction and supervision is everyone's responsibility and, in large measure, will produce good student behavior.

Discipline actions for behavior violations will be taken by responsible staff, with parent involvement in every situation possible to remediate and/or correct unacceptable student behavior. Daly Elementary has implemented three school-wide expectations to explicitly teach positive behavior:

1. Be Safe
2. Be Respectful
3. Be Responsible

The following are disciplinary, remedial, and/or corrective action processes to be used by staff members:

1. Conference(s) will be held with the student and the teacher, principal and/or assistant principal who observed, or who is responding to, the unacceptable student behavior in order to obtain all available information related to the subject. Parents will participate in the conference(s) as the situation warrants to become informed, to contribute to solutions, and to be part of the disciplinary actions to be taken.

It is recognized that there may be times when school personnel must talk to a student immediately to discuss unacceptable behavior. The student will have the opportunity to respond and explain the situation, and that such initial conference will be between the student and school personnel only, either because the immediacy of the situation so requires, because parents are unavailable, or both.

2. The staff members (teachers, assistant principal, and/or principal) will evaluate the information obtained, review the disciplinary action options, and determine, in their judgment, the most reasonable action choice(s).
3. The objectives of any disciplinary action to be used by the appropriate school staff member are: (1) to achieve remediation and to correct any unacceptable student behavior; (2) to develop the student's character and power of self-control; and (3) to interact with the student in a way so that the disciplinary action results in a positive and acceptable behavior change outcome. Depending on the nature of the unacceptable student behavior, the indicated disciplinary actions or options (not all-inclusive or necessarily in sequence) include:

The teacher may have:

- A conference with the student.
- The student moved in the classroom.
- The student assigned specific educational assignments or tasks.
- The student utilize the focus room.
- The student referred to the assistant principal or principal for appropriate action.

The principal/assistant principal may:

- Place the student in detention and give assigned tasks by the teacher; parents are informed.
- Contact or hold a conference with the student and his or her parents for the purpose of accomplishing acceptable student behavior.
- Refer the student to other school departments (counseling), or other educational, medical, social, or governmental units for assistance.
- Place the student in in-school suspension.
- When other remedial and corrective options have not been successful, or suspension is specified or indicated by conduct, suspend the student from school for a period of time not to exceed 10 days, or by the superintendent in cases exceeding 10 school days to a maximum of 180 school days.



- File charges for illegal behavior against the student with governmental authorities having jurisdiction.
- Recommend student expulsion when all other actions have not been successful or the nature of the behavior violation requires this action.

The exercise of reasonable judgment, respect for the rights of the person, and compliance with legal procedural requirements must be observed in cases of unacceptable behavior. Any conduct not included in JG-R2, JG-R3 AND JG-R4, or an aggravated circumstance of any offense of an action involving a combination of offenses may result in disciplinary consequences that extend beyond the 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 the code of conduct, as allowed by law. This code includes, but is not necessarily limited to, acts of students on school playgrounds, parking lots, school buses or at a school activity whether on or off school property.

### **General Behavior**

We utilize a clip chart system for our K-5 students. Our clip chart is designed to give students the ability to correct unacceptable behavior throughout the day, as well as celebrate when desired behavior is noticed.

Students who ride the bus should realize that it is a privilege to ride it. Safe delivery of students to and from school is the foremost concern on our school buses. This is best done in an atmosphere where the drivers' attentions are on the road. Inappropriate behavior will be referred to the principal's office.

In the cafeteria, students will sit with their class. The cafeteria staff, cashier, and staff on duty are considered school staff and are to be respected as such. No soda is allowed in the cafeteria.

On the playground, students are to be respectful of each other and to share the equipment so that all have a chance to play with and on the equipment. No jumping from the equipment is permitted. Students may not bring equipment from home.

### **Discipline**

You, the parents, and we, the staff at Daly Elementary School believe:

- that order and good discipline are necessary to the safe and effective operation, and for the achievement of the educational objectives of our school's atmosphere conducive to learning.
- that all students have a right to learn, and that all teachers have a right to teach without disruption by misbehavior by any student.
- that all students can behave in an appropriate manner.
- that each student is responsible for his own behavior, regardless of the behaviors of others.
- that parents, staff, and administrators have the right and responsibility to discipline any student who chooses to disrupt or who refuses to comply with the Daly discipline codes.
- that the development of such behavior in students is a function of both the home and the school.

### **In-School Suspension (ISS)**

In-school suspension (ISS) has been created to provide an administrative alternative to out-of-school suspension. Students assigned to ISS will report to the office each morning of their assignment. Assignments from Core academic teachers will be provided for all students. DES utilizes the Focus Room for ISS. This is an environment designed to give students a time away from a situation that occurred, time to complete missing/incomplete work or tests and materials such as a computer to complete assignments that they are missing.

#### **Guidelines for ISS are as follows:**

1. Parental notification.
2. Students will report directly to the principal's office upon their arrival at school.
3. Absence is the only excuse for not serving an ISS assignment. The student who was absent will make up their ISS assignment immediately upon their arrival at school.
4. Students who report late for ISS will serve that day plus an additional day in ISS.
5. The student's school work will be taken to the ISS center. Class assignments will pertain directly to their class work. Credit will be given for the quality of the work.
6. Students in ISS will be assigned to a study area. The supervisor will be the only one that they will be allowed to talk to during their ISS assignment. Any other breaks for restroom and lunch will be controlled by the supervisor.
7. The superintendent, building principal and building assistant principal are the only school personnel who can assign ISS. The maximum number of days a student can be assigned to ISS by the principal at one time is ten (10). The Superintendent has the right to assign more days.
8. Student violating the ISS guidelines will be suspended for the full length of the time designated by the original rule infraction.
9. The school personnel will utilize a variety of positive measures to reinforce proper behaviors and attitudes.

### **Out of School Suspension (OSS)**

A student can be placed on Out of School Suspension by the principal or assistant principal for as few as one (1) day and for as many as ten (10) consecutive school days. During a period of OSS the student is not authorized to attend school, be on school property, or participate in any school-sponsored activities. ***Students may complete assignments to understand the content, but no credit will be given for assignments while students are placed on OSS. Students are able to make up tests and projects.*** OSS is the most severe disciplinary action with the exception of being formally expelled from school by an act of the Board of Education. Any suspension of school for more than ten (10) consecutive school days will come from the Superintendent of Schools. Parents/Guardians of students suspended for more than ten (10) school days may make a written request for a hearing before the Board of Education. This request will be addressed to the Superintendent who will review all matters concerning the suspension and refer the request for a Board hearing.

The following Discipline Codes are in effect in classrooms, hallways, cafeteria, restrooms, libraries, playgrounds, school functions at Fayette or away from Fayette, and anywhere that you are representing Daly Elementary School.

## **Discipline Code for Grades K-5**

The population of the Fayette R-III Schools believes that school is a safe atmosphere for learning. In order to preserve this notion, the following rules and regulations have been developed to assist in ensuring that belief. The behaviors are those that we feel detract from the safe operation of Daly Elementary School.

In all situations where a child is sent to the office (major office referrals), the parent will be notified by phone. All behavior referrals will be given to the student to be brought home.

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

**Alcoholic Beverages, Drugs, or Narcotics (see Board policies JFCH and JHCD):** A student shall not knowingly buy, sell, possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, mind-altering chemical, or intoxicant of any kind while on school property, a school-sponsored trip, or school activity (home or away).

Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule, if placed in the control of school personnel, (teacher or school nurse). Over the counter drugs, such as pain relievers, cough drops, inhalers, etc. shall be placed in control of a teacher or school nurse. If in doubt, call the school nurse or office.

As these offenses are extremely dangerous to both the individual and society, a student's disciplinary record will be kept for the length of time he/she attends the Fayette R-III Schools, and the student will be subject to sequential disciplinary actions. Simply stated, this means that a student does not begin each year with a clean record for failure to comply with the prohibition against all alcoholic beverages, unauthorized drugs, and narcotics.

Any staff member having reason for suspecting drug, alcohol, or narcotic abuse by a student should inform the principal. The principal will investigate the situation, and if warranted, will call the parent and express concern.

**Arson:** Starting or attempting to start a fire or causing or attempting to cause an explosion.

### **Assault:**

- A. Attempting to cause injury to another person or intentionally placing another student in reasonable fear that physical injury is likely to happen or physically injuring another person.
- B. Attempting to cause serious physical injury to another person; killing or causing serious physical injury to another.
- C. Verbal (see swearing or use of unacceptable language)

**Boisterous Conduct:** Engagement in horseplay activity, including but not limited to: shoving, kicking, pushing, invading personal space, and loud arguing.

**Bullying / Harassment (see Board policy JFCF):** Repeated and systematic intimidation, harassment and attacks on a student or multiple students, perpetuated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion or theft, damaging property, and exclusion from a peer group.

**Bus Misconduct (see Board policy JFCC and regulation JFCC-R):** Any offense committed by a student on a district-owned or contracted bus shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, bus-riding privileges may be suspended or revoked.

**Cell Phones and Non-Academic Electronic Devices:** Students will not be allowed to use cell phones and non-academic electronic devices before school and during the school day. Upon arrival at school (7:30 a.m.) until the end of the school day (3:12 p.m.), **students are not to have cell phones and non-academic electronic devices in their possession.** If a student brings a cell phone or electronic device to school, they are to be turned off prior to entering the school building and kept in the student's backpack. Students who use cell phones and electronic devices after the regular school day will be expected to use them in an appropriate manner. Students found using cell phones and electronic devices inappropriately will be considered in violation of this policy. Items that might detract from the normal educational process should not be brought to school. These items include but are not limited to electronic games, audio equipment, iPods, MP3 players, watches that carry calling/texting capabilities, and communication devices such as cell phones, etc. ***The school district is not responsible for lost or stolen cell phones/non-electronic devices as students are to have these off and kept in their backpacks.***

**Dangerous Items:** Possession of explosive devices or objects that can reasonably be considered dangerous through method of its use or function. Threats of possession of any fireworks or other dangerous items on school property, during school hours or school activities, also fall into this category. These items may be considered weapons and as such may be subject to disciplinary action as required by law and Board policy.

**Defiance of Authority:** Refusing to follow reasonable directions of school authorities or deliberately disobeying school rules and policies.

**Dishonesty:** To act dishonestly, to deceive, or convey a false impression, or withholding information when questioned by school personnel.

**Disruptive / Disrespectful Conduct:** Inappropriate behavior or behaving as a nuisance by being offensive to public order of decency.

**Disruptive / Disrespectful Speech:** Using oral, written, and/or body language which is offensive and not acceptable on school premises. The building principal determines what is or is not appropriate language.

**False Alarms:** Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening, disturbing or causing the evacuation or closure of school property.

**Fighting:** An open hand-to-hand conflict, usually between two or more persons in which blows are exchanged and anger displayed. A fight is an assault in the third degree and a report to authorities is required by law.

**Public Display of Affection:** Physical contact that is inappropriate for the school setting, including, but not limited to, kissing and groping.

**Sexual Harassment** of employees, volunteers, student teachers, and/or students is strictly prohibited in the Daly Elementary School and the Fayette R-III School District. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical sexual conduct. (See policy AC and regulation AC-R.)

**Technology Misconduct (see Board policy EHB and regulation EHB-R)-** Attempting, regardless of success, to gain unauthorized access to a technology system or information; to use district technology to connect to other systems in evasion of the physical limitations of the remote system; to copy district files without authorization; to interfere with the ability of others to utilize district technology; to secure a higher level of privilege without authorization; to introduce computer "viruses," "hacking" tools, or other disruptive/destructive programs onto or using district technology; or to evade or disable a filtering/blocking device. Violation other than those listed in "a," or of Board policy EHB and regulation EHB-R, administrative procedures or etiquette rules governing student use of district technology.

**Theft:** Taking, or trying to take, or being in possession of things that were taken or items not belonging to that person.

**Threats or Extortion:** Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

**Tobacco Possession/Usage (see Board policies AH and JFCG):** Parental conference upon the return of the student to class with the administrator exercising other disciplinary options.

No student shall carry or use tobacco products:

- (a) in any school building or on school property at any time; or
- (b) on any school bus; or
- (c) during or after school activities, both home and away.

**Truancy: (see Board policy JEDA):** Being absent from school or a class without the permission of both the school and the parent; having excessive non-justifiable absences, even with the consent of parents/guardians. The proper authorities will be notified. The attendance policy (JED) also discusses truancy.

**Vandalism (see Board policy ECA):** The willful damage or the attempt to cause damage to real or personal property belonging to the school, staff, or student.

**Weapons: (see Board policy JFCJ)**

- A. Possession or use of any instrument or device, other than those defined in 18 U.S.C. 921 or 571.010, RSMo, which is customarily used for attack or defense against another person; or any instrument or device used to inflict physical injury to another person. Report to authorities is required by law.
- B. 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).

### **Safe Schools Act**

Under the regulations of the Safe Schools Act, student dismissal will be recommended to the Superintendent for, but not limited to the following actions: first or second degree murder, kidnapping, first or second degree assault, forcible rape, forcible sodomy, burglary in the first or second degree, robbery in the first degree, distribution of drugs to a minor, arson in the first degree, voluntary or involuntary manslaughter, felonious restraint, or possession of a weapon. All of the above offenses are criminal acts; legal authorities will be notified after each offense. Weapon examples are as follow: Firearm, knife, brass knuckles, blackjack, explosives, explosive weapons, gas gun, or any other implement that is used to harm another student. Discipline and suspension policies or procedures have been written and will be implemented beginning the first (1st) day of school.

If you have any questions regarding the compliance with the Safe Schools Act legislation, please contact the Superintendent of Schools, 705 Lucky Street, Fayette, MO 65248, or telephone 660-248-2153.

### **Hazing**

Hazing will be considered harassment in the discipline policy. Hazing is defined as any activity that 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 purpose of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity. Hazing may occur even when all students involved are willing participants. (see Board policy JFCF)

### Student Dress Code

The Fayette R-III School District encourages all students to dress in a manner that reflects good taste and style appropriate for regular school day attendance. Students are expected to dress in a fashion, which will not:

1. Disrupt the educational process;
2. Constitute a health or safety hazard;
3. Promote the proliferation of gang-related activity; or
4. Violate civil law or district policy.

The school administration recommends that each student be well-groomed at all times. Recognizing that some students will abuse dress privileges, the following limitations will be enforced:

1. Extreme brevity of attire will not be acceptable. Examples: short shorts, excessively short skirts, low-cut tops, form-fitting clothing (i.e. biker shorts), bare-midriff clothing (upon raising arms, the student's midriff is exposed), halter-tops, tube tops (unless covered by appropriate outer garments), etc. All shirts must cover the waistband.
2. Shorts, skirts, and shirts are defined by length. If a student's fingertips do not touch the hem of the leg edge with arms fully extended to side, then the shorts/skirts are too short.
3. Hats, bandannas, sunglasses and other forms of head-gear shall not be worn within the school building and are to be removed upon entering the building.
4. Forms of clothing that must not be worn in school:
  - a. Advertisement of alcohol, tobacco, drugs, and other types of controlled substances;
  - b. Inappropriately suggestive;
  - c. Demeaning to others;
  - d. Profane or obscene; or
  - e. Specifically relating to gang-type activity.
5. No excessively baggy clothes will be permitted. All pants must be pulled up on the waist at all times.
6. Appropriate shoes should be worn to allow for participation in classroom and physical education activities.
7. No other disruptive attire.

# Missouri Department of Elementary & Secondary Education

## No Child Left Behind Act of 2001 (NCLB)

### COMPLAINT PROCEDURES

This guide explains how to file a complaint about any of the programs<sup>1</sup> that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the No Child Left Behind Act of 2001 (NCLB)<sup>2</sup>.

| Missouri Department of Elementary and Secondary Education<br>Complaint Procedures for NCLB Programs<br>Table of Contents                                                                                                         |                                                                                                                                                                                                                                                                                                                                             |
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| <b>General Information</b> <ol style="list-style-type: none"> <li>1. What is a complaint under NCLB?</li> <li>2. Who may file a complaint?</li> <li>3. How can a complaint be filed?</li> </ol>                                  |                                                                                                                                                                                                                                                                                                                                             |
| <b>Complaints filed with LEA</b> <ol style="list-style-type: none"> <li>4. How will a complaint filed with the LEA be investigated?</li> <li>5. What happens if a complaint is not resolved at the local level (LEA)?</li> </ol> | <b>Complaints filed with the Department</b> <ol style="list-style-type: none"> <li>6. How can a complaint be filed with the Department?</li> <li>7. How will a complaint filed with the Department be investigated?</li> <li>8. How are complaints related to equitable services to private school children handled differently?</li> </ol> |
| <b>Appeals</b> <ol style="list-style-type: none"> <li>9. How will appeals to the Department be investigated?</li> <li>10. What happens if the complaint is not resolved at the state level (the Department)?</li> </ol>          |                                                                                                                                                                                                                                                                                                                                             |

#### 1. What is a complaint under NCLB?

For these purposes, a complaint is an 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 NCLB.

#### 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 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.

<sup>1</sup> Programs include Title I, A, B, C, D, Title II, Title III.A.2, Title IV.A, Title VI, Title VII.C

<sup>2</sup> In compliance with NCLB Title IX Part C. Sec. 9304(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 NCLB 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 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 ten 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 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 ten 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, and/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 private school children handled differently?

If the complaint is an LEA is not providing equitable services for private school children, in addition to the procedures listed in number 7 above, the complaint 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 Departments' 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. An independent on-site investigation may be conducted if the Department determines that it is necessary. The 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.



## FAYETTE R-III SCHOOL DISTRICT INFORMATION

The Fayette R-III School District Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

The Fayette R-III School District will provide a free and appropriate public education to all students with disabilities who are residents of this school district, including those attending private/parochial schools, beginning on the child's third (3rd) birthday and through age twenty (20), regardless of the child's disability. The term "students with disabilities" as used in this statement includes all students defined as "handicapped" and "severely handicapped" in accordance with 162.675(1) and (3) RSMo and the Individuals with Disabilities Education Act (IDEA). Students with disabilities are students in the above age group that have been evaluated and identified in accordance with provisions under public law 94-142.

To review the Fayette R-III School District's Prohibition Against Discrimination, Harassment and Retaliation which includes the process for making a complaint and the procedure for investigations of discrimination, harassment and retaliation, please see Board Policy AC, available on the District's website.

Inquiries or concerns regarding the Fayette R-III School District's programs and activities or civil rights compliance should be directed to: Title IX Coordinator/Compliance Officer, Dr. Tamara Kimball at 705 Lucky St. Fayette, MO 65248; telephone: 660-248-2153. Inquiries and complaints may also be directed to the Kansas City Office for Civil Rights, U.S. Department of Education, One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, MO 64106; telephone: 816-268-0550; FAX: 816- 823-1404; TDD: 877-521-2172; e-mail: OCR.KansasCity@ed.gov.

### Student Records

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the principal or appropriate official, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. [Optional] Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

### **Parent Right-to-Know**

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

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.
- In addition to the information that parents may request, districts must provide to each individual parent – Information on the achievement level of the parent’s child in each of the state academic assessments as required under this part; and
- Timely notice that the parent’s child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

### **Parental Information and Resource Center (PIRC)**

The Parental Information and Resource Center (PIRC) program is funded by the US Department of Education, Office of Innovation and Improvement, established to provide training, information, and support to parents and individuals who work with local parents, districts, and schools that receive Title I.A funds. PIRCs provide both regional and statewide services and disseminate information to parents on a statewide basis.

PIRCs help implement successful and effective parental involvement policies, programs, and activities that lead to improvements in student academic achievement, and that strengthen partnerships among parents, teachers, principals, administrators, and other school personnel in meeting the education needs of children; and to assist parents to communicate effectively with teachers, principals, counselors, administrators, and other school personnel.

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

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

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

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

### **Student Retention**

Failure to make adequate progress toward achievement of grade level standards will result in a recommendation for retention. When a teacher identifies a child as a possible candidate for retention, they will notify the principal and conduct a conference with the parent/guardian. Students at risk for retention will be provided with increased academic support including frequent research-based interventions shown to stimulate academic achievement. In addition to educational progress, the teacher and principal will also consider non-academic factors related to retention (i.e., age, behavior, emotional needs, attendance, parent input). In accordance with Board policy, the District's administrative staff will make the final decision regarding assignment of students to grade levels or classes. Students receiving special education services will be placed in accordance with law. If a student is recommended for retention, parents will be notified no later than mid-term of the third quarter.

### **Student Grading and Marking Policy**

Evaluation of student progress is vital to learning. It is the teacher's responsibility to make periodic evaluations of student progress and report to you, the parent(s). Two types of evaluations are sent home with each child. The first is a progress report which comes home at mid-quarter. The second is a grade card received at the end of each quarter or every nine weeks. Kindergarten through second grade utilizes an objective-based grade card. Mid-quarter ending dates as well as the ending dates for each quarter are published on the school district calendar. The A-B-C-D-F grading scale that is used at DES is the following:

|           |           |           |           |             |
|-----------|-----------|-----------|-----------|-------------|
| A: 95-100 | B: 83-86  | C: 73-76  | D: 63-66  | Below 59: F |
| A-: 90-94 | B-: 80-82 | C-: 70-72 | D-: 60-62 |             |
| B+: 87-89 | C+: 77-79 | D+: 67-69 |           |             |

### **Honor Roll**

An honor roll is compiled at the end of each semester for students with exceptional grades. The following criteria will be used for Daly Elementary School.

DES Honor Roll-----GPA 3.45 and above

### **Care Team**

The Care Team is a multi-disciplinary group of teachers who meet on a regular basis to discuss the needs of struggling students. These teachers work collaboratively to create and plan specific Interventions which target the individual needs of every participating student. Student progress is reviewed and interventions are reevaluated at each Care Team meeting.

## **Annual Notification of Directory Information**

The school district designates the following items as “Directory Information”: student’s name, parent’s name, address, telephone number, electronic mail address, date and place of birth, grade level, major field of study, enrollment status (e.g. full-time or part-time), participation in officially recognized activities and sports including audiovisual or photographic records of the openly visible activities thereof (e.g., artistic performances, sporting contests, assemblies, service projects, awards ceremonies, etc.), weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, most recent previous school attended and photograph including information about the child and/or would not be considered harmful or an invasion of privacy.

## **Emergency Information**

Each student is required to have on file at the school office the following information:

1. Parent(s)/Guardian(s) name(s);
2. Complete and up-to-date address;
3. Home phone, cell phone and parent(s)/guardian(s) work phone;
4. Name, address and phone number of a person to contact in case parent/guardian cannot be reached;
5. Medical alert information.

It is very important for emergency and administrative reasons that every student maintains up-to-date records at the school office. Notify the school immediately if you have a change of address or any other important information such as phone number, emergency contact, marital status, etc. during the school year.

## **Health Services**

Missouri requires that all students receive and continue to receive properly scheduled immunizations. By law students failing to show proof of immunization shall be denied enrollment. Exemptions from compliance must be in accordance with the provision of the law. An exemption form will need to be filled out and on file in the health office. Be sure to have copies updated when students are immunized.

Students with a temperature of 100 degrees or higher, with a contagious disease, or with head lice will be sent home until the situation has been relieved. In head lice cases, students will have their heads checked upon return to school.

All medication that a student needs to take during the school day needs to be placed in the security of either the school nurse or the classroom teacher by the parent. All prescription medications must be provided in the pharmacy labeled container it was prescribed in and brought to the health office. All medication will be stored in the health office with the exception of chronic health conditions. See Policy below:

## **Self-Administered Medications**

An authorized prescriber or a student's IEP or 504 team may recommend that an individual student with a chronic health condition assume responsibility for his or her own medication as part of learning self-care. The district will allow students to self-administer medication for the treatment of asthma and anaphylaxis in accordance with this policy and law. The district may allow students to self-administer other medications in accordance with law. The district will not allow any student to self-administer medications unless:

1. The medication was prescribed or ordered by the student's physician.
2. The physician has provided a written treatment plan for the condition for which the medication was prescribed or authorized that includes a certification that the student is capable of and has been instructed in the correct and responsible use of the medication and demonstrated to the physician or the physician's designee the skill level necessary to use the medication.
3. The student has demonstrated proper self-administration technique to the school nurse.
4. The student's parents have signed a statement authorizing self-administration and acknowledging that the district and its employees or agents will incur no liability as a result of any injury arising from the self-administration of such medication unless such injury is a result of negligence on the part of the district or its employees or agents.

## Wellness Policy

Our school was required by law, according to the “Child Nutrition and WIC Reauthorization Act of 2004”, to put in place a local wellness policy. This policy hopes to promote total student and faculty/staff wellness. A “District Wellness Committee” was formed and much thought and discussion took place in preparation for implementing our plan. Areas reviewed include dietary guidelines, physical activity, mental health, nutrition education, community and family involvement, staff wellness, development, and training, and other positive health related issues. This committee continues to meet annually to evaluate our existing policies/program.

In order to comply with school policy, we again want to remind you that students cannot bring soda to school in their lunches. We also ask that if you are helping with school parties that soda not be used as drink refreshment. You may bring 100 % fruit juices, bottled water, flavored water, or sports drinks.

As another reminder, we ask for your cooperation when bringing snacks for school parties that they also follow the adopted nutritional guidelines. Acceptable snacks include baked chips or pretzels, trail mix, nuts, vegetables and ranch dip, animal crackers, graham crackers, peanut butter and crackers, or cheese and crackers. Please refrain from bringing cupcakes, cookies, candy, etc. These nutritional guidelines are available for your review with our Food Services Director. Also, find helpful information on our district website at [www.fayette.k12.mo.us](http://www.fayette.k12.mo.us).

Thank you for your cooperation. If you have questions, please contact us at the following numbers.

Tamara Kimball  
Fayette R-III Superintendent  
District Wellness Co-Coordinator  
248-2153

Kelly Beeler  
Fayette R-III Health Supervisor  
District Wellness Co-Coordinator  
248-3800

“The Child Nutrition and WIC Reauthorization Act of 2004 requires each school district that participates in a program under the National School Lunch Act to establish a local wellness policy for each school in the district by the beginning of the 2006-2007 school year.”

This policy hopes to promote total student and faculty/staff wellness. Avenues for supporting this policy will include dietary nutritional guidelines, physical activity, mental wellness, nutrition education, community and family involvement, staff wellness, development, and training, and other positive health related issues.

The following items will be available by contacting the Food Service Director located in the Daly/Clark Cafeteria or by calling (660) 248-3800 Ext. 1290 or will be available through the use of the Fayette R-III School District website.

- Nutrient analysis of district menus.
- List of appropriate foods that meet the district’s nutrition recommendations for snacks.
- List of ideas for healthy celebrations, parties, rewards, and/or fund-raising activities.

In regard to heightening awareness for the need for more physical activity, the Fayette R-III School District will:

- support efforts of parents/ guardians to provide their children with opportunities to be physically active outside of school;
- provide information about physical education and other school based physical activity opportunities available to students before, during, and after the school day;
- share information through the district’s website, newsletters, other take home materials, special events, and/or homework about physical activity and physical education.

To this end, the Fayette R-III School District proudly supports the total wellness plan.