



Adrian Elementary School

Parent/Student Handbook

2023 - 2024

Principal's Message

This handbook has been developed for the purpose of acquainting students, parents and patrons with the organization and practices of the elementary school. Please read it carefully and keep it as a reference. The policies herein have been approved by the Adrian R-III Board of Education. The content of this handbook could be amended during the school year due to changes in state and federal law and local Board policies. The most recent changes to this Handbook can be viewed on the District's website under Documents or by contacting the Superintendent's Office.

Contact Information

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Principal

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Sharon Foster

Elementary Secretary

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Brenna Rich

Counselor

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Elementary Office – (816) 297-2158

Elementary Office Fax – (816) 297-4598

School Website – <http://adrian.k12.mo.us>

2023-2024 School Calendar

<u>Date</u>	<u>Event</u>
August 22nd	1 st Day of School
September 4th	Labor Day (No School)
October 2nd	Professional Development Mondays begin
October 23rd	Parent-Teacher Conferences 12-7
November 20th	School in Session
November 22nd-24th	No School
December 20th	End of 1 st Semester
December 21st to January 2nd	No School (Winter Break)
January 2nd	Professional Work Day (No School)
March 29th	No School
May 15th	Last Day of School (Early Release @ 1:10)

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WELCOME

Welcome to Adrian Elementary School! My name is Stanie Hoover, and I am excited to be a part of the Blackhawk Family as the elementary principal. With such rich traditions and values, Adrian is an exceptional environment for our kids to develop as leaders, both inside and outside of the classroom. My greatest priority is to ensure our students receive the necessary support in order to feel success and thrive at Adrian Elementary. Our partnership with you is valuable and essential, and I am looking forward to this journey with you and the Adrian Elementary Team. We are thrilled to partner with you to create the best possible learning environment for your child. It is critical we provide the necessary support your child needs so they can feel success and achieve at high levels. We recognize the value of each student's individuality, thinking, and ideas. As a staff, we are eager to support and build the confidence of your student. Through our partnership with you, we can assist students to take ownership of their learning and help guide them on the path to success. We look forward to the 2023-2024 school year. Go Blackhawks!

Respectfully,
Stanie Hoover

PURPOSE

The District is committed to providing quality educational opportunities for all students. This handbook is designed to acquaint both students and parents with the school's programs, services, and procedures. We hope it will answer questions you may have about our school and that you will keep it for reference throughout the school year.

SCHOOL MISSION

In support of excellence, the Adrian R-III School District commits its resources of time, intellect, and money to provide a physical and emotional environment that will maximize learning for all students. Students must be prepared for their future, whether it is post-secondary education or entry into the workforce.

The mission of the Adrian R-III School District, serving as a unifying element of our educational opportunities that prepare individuals to be effective, responsible citizens in a changing society.

ELEMENTARY VISION

Adrian Elementary will foster success in learning and inspire our students to be safe, respectful and responsible citizens.

School Address

601 N. Houston St.

PO Box 98

Adrian, MO 64720

Office—816-297-2158

Fax — 816-297-2980

School Website: www.adrian.k12.mo.us

SCHOOL BOARD MEMBERS

Erin Sharp - President	Dave Knuth - Vice President
Gerold Stephens - Secretary	George Bruto - Treasurer
Chris Sams - Member	Ronnie Dennison - Member
Brad Ferguson - Member	

ELEMENTARY TEACHERS/STAFF

Mr. Don Lile - Superintendent	
Mrs. Stanie Hoover - Principal	
Mrs. Stephanie Bouchard - Assistant Principal/Curriculum Director	
Ms. Kelly Reichert - Special Services Director	
Mrs. Brenna Rich - School Counselor	
Mrs. Tammy Peery - Administrative Assistant	
Mrs. Sharon Foster - Administrative Assistant	
Mr. John Collins - Technology Director	
Mr. Chuck Miller - Building and Grounds	
Mrs. Angie Preston – School Nurse	
Mrs. Jennifer Kagarice - ECSE/Special Ed.	Mrs. Sydney Ware – 3-5 Music
Mrs. Janell Ferguson -Preschool	Mrs. Jordan Gant - PLTW/STEM
Mrs. Rhonda Walley - Kindergarten	Mr. Eric Moles – Physical Education
Mrs. Juliana McCluskie - Kindergarten	Mrs. Kelsi Robards – Physical Education
Mrs. Whitney Colin - Kindergarten	Mrs. Emily Cottle – Library Media Specialist
Mrs. Faith Vestal - First Grade	Mrs. Katy Bruto – Title I
Miss Kylann Tourtillott - First Grade	Mrs. Brandi Hill – Title I
Mrs. Amy Shipley - First Grade	Mrs. MacKenzie Hubbard – Elem. Resource
Mrs. Amber Kohler - Second Grade	Miss Issabelle Dowell – Paraprofessional
Mrs. Lisa Widner - Second Grade	Mrs. Carolyn Rowland – Paraprofessional
Mrs. Anna Mae Moritz - Second Grade	Mrs. Bethany Ledesma Paraprofessional
Mrs. Tiffany Lomeli– Third Grade	Mrs. Julie Silver - Paraprofessional
Mrs. Jenna George – Third Grade	Mrs. Julie Bridges- Paraprofessional
Mrs. Brenna Romi – Third Grade	Mrs. Morgan Mitchell - Library Para
Mrs. Courtney Diehl – Fourth Grade	Mrs. Donna Tenholder - Paraprofessional
Mrs. Mackenzie Pruitt – Fourth Grade	Mrs. Melissa Cummings- Paraprofessional
Mrs. Shelby Doll - Fourth Grade	Ms. Charla Tullock - Paraprofessional
Mrs. Erin Hooper – Fifth Grade	Mr. Ron Drury - Custodial
Mrs. Miranda Essenpries – Fifth Grade	Mrs. Alyssa Krum – Custodial
Miss Traci Rugg – Fifth Grade	Mr. Steve Kersey - Custodial
Mrs. Kirsten Collier – Special Education	Mr. Griffin Collins – Custodial
Miss Jordan Reichert- Art	Mrs. Debbie Aurand – Custodial
Mr. Chris Roth – K-2 Music	

PUBLIC NOTICES

Statement of Non-Discrimination

Students, their parents/guardians, and employees of the Adrian R-III School District are hereby notified that this school district does not discriminate on the basis of sex, handicap, race, color, or national origin and is required by Title VI, Title IX, and Section 504 not to discriminate on the basis of race, color, national origin, sex, or handicap in admission or access to, or treatment, or employment in its programs or activities. Any person having inquiries concerning Adrian R-III compliance with Title VI, Title IX, and Section 504 is directed to contact the Special Services Director, Kelly Reichert, P.O. Box 98, 601 N. Houston, Adrian, Missouri, 64720-0098. The Special Services Director has been designated by the Board of Education of Adrian R-III to coordinate the school district's efforts to comply with Title VI, Title IX, and Section 504. Ms. Kelly Reichert, Special Services Director, Adrian R-III Schools, (816) 297-2710, Title VI, Title IX, and Section 504 Coordinator.

Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the district's compliance with the regulations implementing Title IX and Section 504.

Drug Free School and Workplace

Public Law 101-226 Drug-Free School and Workplace

Under provisions of P.L. 101-226, it is the policy of the Adrian R-III School District that the unlawful possession, use or distribution of illicit drugs or alcohol is prohibited on school property or during the participation in a school sponsored event. An illicit drug is defined as any substance represented as a narcotic, hallucinogen, etc., that is unlawful, prohibited or unauthorized. This policy shall apply to all students and employees of the district or non-school persons who are attending school activities or using school facilities.

The provisions of this policy as it applies to each of the above named groups are as follows:

1. Students: The use of illicit drugs and/or alcohol is wrong and is harmful to the student's physical and mental health. The possession, use or distribution of illicit drugs or alcohol is illegal. Standards of conduct for the possession, use or distribution of illicit drugs or alcohol will be governed by the latest revision of the Adrian R-III School District Disciplinary Code. Compliance with these standards of conduct is mandatory. Information on drug and alcohol counseling and rehabilitation programs that are available for students may be obtained through the applicable school counselor's office.

Disability

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Adrian R-III School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation/intellectual disability, multiple disabilities, orthopedic

impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness, and young child with a developmental delay.

The Adrian R-III School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Adrian R-III School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement, or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians.

Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Adrian R-III School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information, and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Adrian R-III Central Office 601 North Houston weekdays between 8:00 and 3:30.

This notice will be provided in native languages as appropriate.

Prohibition Against Discrimination, Harassment and Retaliation

The School District 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.

The Board designates the superintendent, Don Lile, to act as the district's compliance officer.

Asbestos Hazard Emergency Response Act (AHERA)

A copy of the asbestos management plan is available for your inspection in our administrative offices during regular office hours. The Superintendent is our Asbestos Program Manager and all inquiries regarding the plan should be directed to him.

ATTENDANCE

School Day

Building Opens/Breakfast	7:35 am
School Starts	7:50 am
Dismissal	3:35 pm

The District recognizes the importance of regular and punctual patterns of student attendance to a successful learning experience. A student is considered to be in attendance if the student is physically present in a class, participating in a district-sponsored or district-approved activity, participating in a class through alternative methods or media as allowed by Board policy, receiving homebound services, or receiving services at another location pursuant to law or arrangement of the district.

Consistent school attendance is necessary for success at the Adrian R-III School District. The District believes there is a direct relationship between regular school attendance, active participation in learning, citizenship, and improved student achievement. Students cannot learn if they are not present.

Regular school attendance also promotes a level of responsibility that will develop and prepare students for adulthood, for the workforce, and to be contributing members of our community. Poor attendance may reinforce bad habits and ultimately limit a student's success in future education or employment.

Attendance and punctuality are extremely important career skills. Employers are interested in hiring persons with excellent work habits and attendance records. The District recognizes the importance of these characteristics to our students in order to be career ready.

While preparing our students for successful careers beyond high school, the District works to be in compliance with Missouri Compulsory Attendance laws, the guidelines of the Missouri Department of Elementary and Secondary Education (DESE), and guidance from the U.S. Department of Education. DESE annually evaluates school district accreditation and student success on the progress of the state goal that at least 90 percent of all district students attend school 90 percent of the time. Nationally, the U.S. Department of Education recommends that students who miss more than 10 percent of school are chronically truant. Missing 10 percent of school days equates to 16.5 days of school per year to stay within the 90 percent guideline.

Procedures for Administering the Attendance Policy:

1. All absences are recorded at the beginning of the school day.
2. Students arriving after the start of the instruction time of 7:50 need to stop in the office to get an admit slip from the secretary.
3. Students leaving before the end of instruction time at 3:35 need to be signed out at the office.

Daily Absence Reporting:

1. Parents are encouraged to call the elementary school office before 8:30 AM if their student will be absent. The district uses an automated phone call system that will call the phones of parents/guardians whose student's absence is unverified.

2. Students whose parents/guardians have contacted the school within three school days of the absence provide the office with verified documentation (see below) even if phone contact was made with the office. Notes should be dated and include parents' or professionals' signatures.

Verified Absences

Documentation must be provided as indicated.

1. Illness or injury of the student, with a written or verbal excuse from the parent.
2. Medical appointments, with written appointment confirmation by medical personnel.
3. Funeral, with a copy of the funeral program, notice, or obituary.
4. Religious observances, with official programs or documents.
5. Other appointments that cannot be scheduled outside attendance hours, such as court appearances, with official documentation.
6. Visits with a parent or legal guardian who is an active duty member of the military who has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting, with permission of the Superintendent or designee.
7. Change of placement or court appearance or court-ordered activity for students in foster care.

Unverified Absences

All other absences without official documentation will be unverified. These absences will be considered unverified and used in the consideration of additional support services from the Children's Division, the Bates County Juvenile Office, or the Bates County Prosecuting Attorney.

Attendance Policy Procedures:

1. After the fifth (5) absence in a semester, the principal's office will notify the parent/guardian. This will be by phone or letter to inform them of the dates missed.
2. If the total absences exceed seven (7) days in a semester OR the average daily attendance rate reaches 93%, the principal's office will notify the parent/guardian by phone or letter of the dates missed and may also be directed to attend a conference to discuss the attendance of their child.
- 3) If a student has reached or exceeded (10) absences or the average daily attendance rate reaches 88% in a semester, the principal may schedule a conference with the parents/guardians. The District will determine whether there is a reason to suspect educational neglect or whether the parent/guardian is violating the compulsory attendance laws. If so, the District will contact the Children's Division of the Department of Social Services or the Bates County Juvenile Office.

Compulsory Attendance Ages

Any child between the ages of five and seven who is enrolled in the Adrian R-III School District shall attend the academic program on a regular basis, unless a written request to drop the child from the school rolls is made by the parent, guardian or other person having charge, control or custody of the child. Any child who is a resident of the school district and who is between the ages of seven and sixteen years shall attend a day school, public or private, as specified in state law. The Board of Education shall abide by the compulsory attendance laws of Missouri by requiring district resident children between the ages of seven and sixteen years to attend school full time, with the exception of those students who may be excused from full time attendance by the superintendent. Individual petitions for any deviation from full time attendance shall be considered by the superintendent on the merits of the individual student's application.

Entrance Age for Kindergarten

To be admitted to kindergarten in the Adrian R-III School District, a child must be five (5) years old before August 1.

Entrance Age for First Grade

To be admitted to first grade in the Adrian R-III School District, a child must be six (6) years old before August 1.

Admission of Resident Students

All resident students of the Adrian R-III School District who are enrolling in school for the first time shall provide proof of residence as outlined below and shall complete all admission requirements as determined by Board policies, rules and regulations. School district personnel may require an affidavit specifying the individual who has legal guardianship of a child.

At least one of the following criteria shall be used in determining student residency:

- Parents or guardians reside within the boundaries of the Adrian R-III School District.
- Student resides in the Adrian R-III School District and is an emancipated minor or an adult (18 years or older).
- Student lives with someone who has legal custody of the student, and who is a resident of the Adrian R-III School District.
- The student is otherwise proven to be legally domiciled within the district.

Assignment of Students to Grade Levels/Classes

The Board believes that the grade placement and class assignment for a student should reflect the grade level and/or program of study which is appropriate to academic, social and emotional needs.

Students entering Adrian R-III Schools by transfer from other public schools outside the school district, from private or parochial schools, or home school shall submit evidence of achievement in the grade last attended as a prerequisite to enrollment. Grade placement of a student may be adjusted on the basis of achievement tests administered by district personnel, or on the basis of other factors which the principal and the staff of the school concerned believe make such adjustments desirable.

Enrollment

New students may be enrolled when they arrive in the district. Be sure to bring the following information with you when you enroll your child:

- Proof of residency (utility bill, rental agreement, notarized statement, etc.)
- Parent/Guardian email address
- A state birth certificate.
- Your child's immunization record.
- Emergency contact information.

Change of Address/Phone Number

It is very important that parents notify the school office regarding changes of local address, telephone, place of employment, change of baby-sitter, etc. It is essential that the school authorities be able to contact you or someone in the district, with a working phone number, responsible for your child.

DIRECTORY INFORMATION

A. General Directory Information

The following information the district maintains about a personally identifiable student may be disclosed by the district to the school community through, for example, district publications, or to any person without first obtaining written consent from a parent or eligible student: Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or coursework displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images, and recorded sound unless such records would be considered harmful or an invasion of privacy.

B. Limited Directory Information

In addition to general directory information, the following information the district maintains about a personally identifiable student may be disclosed to: school officials with a legitimate educational interest; parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services: The student's address, telephone number and email address and the parents' addresses, telephone numbers and email addresses.

If you do not want this type of information about your child released, please contact your child's principal.

GRADING

Grading Systems

The issuance of grades on a regular basis serves to promote a process of continuous evaluation of student's performance in the school district. Grades shall be carefully assigned so as to serve the following purposes:

- Provide students with a periodic estimate of progress and achievement.
- Afford a means of transmitting to parents/guardians information concerning the quality of achievement and progress of children.
- Constitute a medium and sometimes a motive for bringing the home and school teacher together to work more effectively on the task of promoting learning.
- Serve as an incentive to greater and continuous effort in learning on the part of the student.
- Furnish a system of records, for administrative purposes of the school, including classification, promotion, transfer, entrance to higher educational institutions and occupational information.
- Supply data upon which experimental studies and interpretations of the relative efficiency of different instructional methods, school organization and instructional materials may be evaluated.

Standards Based Grading and Assessment

Students in grades kindergarten through 2nd grade will receive specific information about their progress in each subject area by learning targets. NO LETTER GRADES WILL BE GIVEN. The scales that will be used are defined below.

A. Standards Based Terms:

ADV=Advanced: Students have exceeded the learning target with a score of 95% or higher on two formative assessments. Some teachers may also use a scoring rubric to grade student mastery, in this case, a rating of 4 is considered Advanced.

M=Meets Expectations (Mastered): Students have met the learning target with a score of 80-94% on two formative assessments. (In some cases, learning targets require 100% mastery.) Some teachers may also use a scoring rubric to grade student mastery, in this case, a rating of 3 is considered mastered.

P=Progressing: Students are almost reaching the learning target with a score in the range of 70-79% on their formative assessment/s. Some teachers may also use a scoring rubric to grade student mastery, in this case, a rating of a 2 is considered progressing.

NM=Not Meeting Expectations (Not Met): Students are struggling with the learning target and need additional time and support to master the learning target. They have scored below 70% on their formative assessment(s). Some teachers may also use a scoring rubric to grade student mastery, in this case, a rating of a 1 is considered not met.

B. Purpose:

The purpose of Standards-Based Grading and Assessment is to measure a student's performance against grade level learning targets. The student's grades directly reflect what a student knows and can do in comparison to the grade level learning targets at a given point in time. A standards-based grading approach provides much more assurance to colleges, businesses and others of what students have actually learned and are able to do.

C. How it Works

We are assessing the student's mastery of each learning target for each grade level. The student is given practice, classwork and homework to prepare for the test (formative assessment) for each learning target. Homework/practice counts for 5% or less of the student's grade. The other 95% of the grade consists of the highest assessment grade for each learning target. The lowest scores are thrown out resulting in the highest level of mastery/grade at the end of the quarter/semester being the student's grade that is entered on the report card. Thus, the grade is a true reflection of what a student has learned and what they now know.

Reassessment is not simply retesting. It is the act of taking multiple pictures of a student's understanding to get an actual image of what they know. Reassessment opportunities are identified by the teacher and occur within an instructional unit. Multiple reassessments are offered per task/assessment.

Traditional Based Grading and Assessment

Students in third through fifth grade will receive information about their progress in each subject area by traditional based grading and assessments using the grading scale below.

Grading Scale

95%-100%	A
90%-94%	A-
87%-89%	B+

83%-86%	B
80%-82%	B-
77%-79%	C+
73%-76%	C
70%-72%	C-
67%-69%	D+
63%-66%	D
60%-62%	D-
50%-59%	F

Traditional Grading Homework/Classwork Expectations

1. 30% of the grade will be tied to homework/classwork that you require for your class.
2. Teachers do not have to grade all classwork and homework that is assigned. However, if an assignment is going to be graded, that needs to be communicated to the students.
3. All homework/classwork related to a specific skill needs to be completed before the test.
4. Students who do not turn in an assignment will receive a 50% for that assignment.
5. NO EXTRA CREDIT.
6. NO participation grades allowed unless approved through the administration.

Retesting Expectations

1. Students will be allowed to retake an assessment only one time unless other arrangements are made between the teacher, student, and administration. Any student regardless of grade earned on the initial test can have the opportunity to retake an assessment.
2. Each grade level will develop an expectation for students that must be met in order to retest.
3. All retests need to be completed within two weeks of the original assessment, unless other arrangements are made between the teacher, student, and administration.
4. Students cannot receive a reduced grade on retaking an assessment.

Make-Up Assignments

Students are responsible for checking with their teachers to get assignments for work missed. Students have the same number of days after they return to make up work that was assigned during their absence. As an exception, students will be expected to take tests that were announced before the absence on the day they return, unless special consideration is given by the classroom teacher. Special consideration may be given by the classroom teacher for extended illness, personal or family problems, to include deaths and funerals. Make-up work will be given for absences.

Parent-Teacher Conferences

Parents are to attend an individual conference with their child's homeroom teacher at the close of the first quarter as part of our reporting system. Progress reports (grade cards) are issued at conference time.

Promotion and Retention of Students

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

Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the professional staff, exceptions are in the best educational interest of the students involved. Exceptions will always be made after prior notification and explanation is given to each student's parents/guardians, but the final decision will rest with the school administration.

Grade level promotion for students in kindergarten through 5th grade will be based on mastery of essential learning targets (k-2) or traditional based grades (3-5) for their grade level in core academic subject areas. If a student has not mastered the essential learning targets (k-2) or passed with 70% (3-5) for all four core areas, he/she will be REQUIRED to attend summer school in the area of deficiency and make adequate progress towards mastery in order to move to the next grade level with their cohort group.

CARE Team Process

1. Complete the CARE Team Referral if:
 - a. the student is not progressing as expected (academically and/or behaviorally)
 - b. and initial interventions have been implemented.

CARE Team Referral - Teacher and Parent complete separate input forms. Return forms to Brenna Rich.

2. The CARE Team will meet with the classroom teacher to review teacher and parent input and develop a plan to be implemented.
3. Interventions must be attempted for at least 4 weeks. Results will be recorded on the Student Intervention Plan form. This is a data driven process.
4. After the decided upon intervention time, the CARE Team and teacher will meet to review Student Intervention Plan data and any additional information.
 - a. If the interventions are successful, the CARE Team will recommend continuing those strategies and possibly develop a CARE plan for strategy longevity.
 - b. If the interventions are unsuccessful, new strategies may be recommended or a Special Education screening may be requested.

STUDENT HEALTH

Outdoor

When properly clothed, elementary school-aged children can participate in safe, vigorous play in an outdoor environment in most weather conditions. Proper clothing for cold temperatures include a hat, gloves/mittens, and winter coat. When temperatures fall below 22 degrees Fahrenheit including the wind chill, students will be kept indoors.

Activities

Adrian Elementary School seeks to provide students with a rounded education that includes several extracurricular activities. Activities are designed to increase student awareness of their work and to develop skills essential to social and academic development. Parents will also receive information about activities.

Student Health Services and Requirements

The Board of Education will provide for the health and physical well-being of students through the establishment of a district-wide student health services program in the school district. The purpose of the district health services program is to help each student attend school in optimum health and to benefit from the school experience.

The student health services program shall not include diagnosis, treatment, or the administering of medicine for physical ailments of which the parents/guardians are aware before the child is sent to school, unless special arrangements have been made with the health services staff.

Immunization of Students

It shall be the policy of the Adrian R-III School District that all students attending the district schools shall be in compliance with state laws and regulations regarding immunizations.

The parents or guardians of each student entering the school district shall furnish satisfactory proof that the student has been adequately immunized, or that the immunization process has begun.

It shall be unlawful for any student to attend school in the district unless the student has been satisfactorily immunized or unless the parents/guardians have signed and placed on file with the school administrator a statement of exemption because of religious beliefs or medical contradiction. A physician's statement will be provided if the reason for exemption is a medical contradiction. Failure to comply with this legal requirement will result in the student's exclusion from school until proof of compliance has been presented to the district. If the student produces evidence of having begun the process of immunization, he or she may continue to attend school as long as the process is proceeding.

Communicable Diseases

A student shall not attend school or school-sponsored activities while afflicted with any contagious or infectious disease, or while liable to transmit such a disease after being exposed, unless the Board or its designee has determined, based on medical evidence, that (1) the student is no longer infected or liable to transmit the disease; or (2) the student is afflicted with a chronic infectious disease which poses little risk of transmission in the school environment with reasonable precautions.

Failure to adhere to the conditions specified will result in the student being excluded from school. Any student who is determined to have a chronic infectious disease and who is not permitted to attend school will be provided with alternative educational strategies in accordance with district policy.

Health Room

A full-time nurse is on duty at Adrian R-III. If a child has a temperature above 99.9° or is experiencing continued discomfort or pain, the family will be notified. It is important for us to have every child's emergency information form on file with the nurse so that we may contact you quickly if necessary.

Administering Medicine to Students

If under exceptional circumstances a child is required to take oral medication during school hours and the parent cannot be at school to administer the medication, the school nurse and/or the principal's designee will administer the medication in compliance with the regulations that follow:

A. Prescription Drugs

The medication shall be in the original container labeled with the physician's prescription. Parents shall authorize school personnel to give medication. This authorization can be in the form of a note to the school acknowledging the parent's approval, dosage, times and amounts, date prescribed, name of medicine, purpose of medicine, possible side effects, and the termination date for administering the

medication. It is suggested that there be enough dosage sent to school for the day/week, not the entire amount of the prescription.

B. Nonprescription Drugs

Oral medication that is not prescriptive may be administered under the supervision of the school nurse and/or principal's designee if authorized by the parent. Students are not to carry medication with them at school. Parents shall authorize school personnel to give medication. This authorization can be in the form of a note to the school acknowledging the parent's approval, dosage, times and amounts, name of medicine, purpose of medicine, possible side effects, and the termination date for administering the medication. It is suggested that there be enough dosage sent to school for the day only.

C. Procedures

The school nurse and/or principal's designee will follow the procedures listed below regarding the dispensing of personal medication:

- Inform appropriate school personnel of the medication.
- Keep a record of the medication administered.
- Keep medication in a locked cabinet.
- Return unused medication to the parent or dispose of it if the parents request disposal.

The school district retains the right to reject requests for administering medication. The parent/guardian of the student must assume responsibility for informing school personnel of any change in the student's health or change in medication.

VISITORS

School Visitors

Any individual visiting the school for any reason must report first to the elementary office and will be guided to sign in and be issued a Visitor Badge if they need to move throughout the building. If it should be necessary to speak with a student or teacher directly, the office personnel will make the proper arrangements.

Teacher or room visitations may be arranged by requesting an appointment through the principal's office. Visitors must first report their presence in the building to the office. It is extremely important that classroom activities be interrupted as seldom as possible.

Photography, Audio and Visual Recording (Board Policy KKB)

Because the district predominantly serves minors, is subject to a number of confidentiality laws, respects parent/guardian and community concerns about privacy, and seeks to minimize disruption to the education environment, the district prohibits audio and visual recordings on district property, district transportation or at a district activity unless authorized in this policy.

Audio Recording is defined in Board policy as registering sounds on tape, digitally or by other mechanical or electronic means. Visual Recording is defined as registering visual images on film, tape, digitally or by other mechanical or electronic means.

The Adrian R-III School District prohibits the use of visual, including photography, or audio recording equipment on district property or at district activities by outside entities, including but not limited to parents, family members and community members, without permission from the superintendent or designee unless otherwise authorized by law. This prohibition shall not apply to:

- Performances or activities to which the general public is invited such as athletic competitions, concerts and plays.
- Recording of an event sponsored by an outside entity using or renting district facilities in accordance with Board policies and established administrative procedures.

EMERGENCY PLANS

Emergency Plans/Safety Drills

The superintendent has the responsibility for developing and maintaining the district's emergency preparedness plans. Emergency preparedness drills (fire, severe weather, tornado, bomb threat, or civil emergency) will be developed by the superintendent in cooperation with the building principals. A sufficient number of drills will be conducted in each building to give instruction and practice in proper actions by staff and students. The decision for calling and executing drills will be the responsibility of the superintendent and/or the building principal. The district shall maintain close cooperation with other community agencies (fire department, law enforcement officials and civil defense personnel) in a continued program of preparedness. Students and staff members shall be retained at the school building during actual emergency conditions for safety reasons. Parents/Guardians are urged not to come to the school premises to pick up their children. Buses will not be made available for transportation until authorized by the superintendent or designee. During actual emergency conditions, civil defense vehicles, ambulances, fire-fighting units, law enforcement, and other authorized vehicles will have priority in the vicinity of the schools.

Emergency Closings

Should it become necessary to close any or all of the schools of Adrian R-III School District, by reason of weather or other emergencies, the superintendent may order the closing of any schools so affected. Notification of such closings will be given by an announcement through the School Messenger phone system along with KMAM-KMOE (92.1 FM or 1530 AM), and all Kansas City news channels.

On days when school is not in session because of inclement weather, there will be no student related activities in the school buildings, unless approved by the superintendent.

STUDENT DISMISSAL

Dismissal Precautions

The Adrian R-III School District is legally responsible for the safety of its students during the school day. Therefore, each building principal will establish procedures to validate requests for early dismissal, to assure that students are released only for proper reasons, and only to authorize person(s).

Staff members shall not excuse any student from school prior to the end of the school day, or into any person's custody without the direct prior approval and knowledge of the building principal, or his or her designee.

In keeping with these precautions, the following procedures will be adhered to:

- Telephone requests for dismissal changes of a student shall be honored only if the caller can be positively identified as the student's parent or guardian.
- Children of single-parent families will be released only upon the request of the custodial parent; i.e., the parent whom the court holds directly responsible for the child, and who is identified as such on the school record.
- Children will not be allowed to leave:
 1. without an adult
 2. without notice to the office

Additional precautions may be taken by the school administration, appropriate to the age of students, and as needs arise. Parents shall provide documentation concerning parental rights, including divorce decrees and restraining orders if any.

If you wish to take your child home early you must sign him/her out at the Elementary Office.

DISCIPLINE POLICIES

Student Discipline

All behavior is with a purpose. Discipline is training that corrects, molds, or perfects the mental faculties or moral character. School authorities and parents must ensure an environment in the Adrian School which is conducive to the learning process and establishes a discipline code that reflects the community's standards and expectations for student behavior. Discipline standards are important to the maintenance of an atmosphere where orderly learning is possible and encouraged.

District personnel responsible for the care and supervision of students are authorized to hold every pupil strictly accountable for disorderly conduct in school, and to and from school, during school-sponsored activities, or during intermission or periods.

The Student Code of Conduct is designed to foster student responsibility; and respect for the rights of others and to ensure the orderly operation of district schools. No code can be expected to list each and every offense that may result in the use of disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in consequences that extend beyond this code of conduct as determined by the principal, superintendent, and/or the Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This includes, but is not necessarily limited to, acts of students on school playgrounds, parking lots, school buses or at any activity whether on or off school property.

Authority of Staff Members

All staff members have the authority and responsibility to correct unacceptable behavior. Requests of any staff member must be obeyed immediately, whether or not that person is a member of the high school, middle school, or elementary faculty.

Reporting to Law Enforcement

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

Documentation in Student's Discipline Record

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law and policy JGF.

Participation in Activities

Students who are suspended or expelled for any reason are prohibited from attending or taking part in any district-sponsored activity, regardless of location, or any activity that occurs on district property. Students who violate this provision will be required to leave the activity and may face further discipline, including an additional period of suspension or expulsion.

Prohibited Conduct

The Board of Education has adopted a set of minimum guidelines for principals to follow when issuing punishment for infraction listed below. The list does not include every offense that may warrant disciplinary action. Therefore, principals must weigh all factors and use professional judgment in administering discipline.

The principal or designee will inform parents (guardians) of discipline procedures whenever in-school or out-of-school suspension is given. The principals and parent(s) need to communicate and work closely in all disciplinary matters for the welfare of the students.

Definitions of Disciplinary Actions

Detention – Assignment of supervised time, other than regular class time, may be made by certified staff. Detentions will be served either during lunch or afternoon. Lunch Detention is during the student's specific lunch time. After-School Detention is 3:45 PM to 4:15 PM on Tuesday and Thursday.

Expulsion – The Board of Education may expel a student on a permanent basis.

In-School Suspension (ISS) – Students can be assigned by the principal to a supervised and isolated study area for a specific length of time.

Loss of Privileges — Participation and/or attendance can be disallowed in out-of-class activities by the appropriate sponsor or staff member.

Lunch Detention - Assignment of supervised time during the lunch period.

Out-of-School Suspension for Up to 10 days (OSS) – The principal may suspend a student from all class and out-of-school activities for a specific period of time up to ten (10) days.

Out-of-School Suspension for Up to 180 days (OSS) –The superintendent may suspend a student from all class and out-of-school activities for a specific period of time up to 180 days.

Parent Involvement –Parents are made aware, through verbal or written contact, of existing conduct or achievement. Their direct involvement may or may not be requested.

DISCIPLINARY DEFINITIONS AND ACTIONS

Academic Dishonesty, Lying, Cheating—

-Minor: General dishonesty, substituting someone else's work for your own.

Ex: Daily work, homework.

-Major: Not telling the truth when it involves someone's personal safety or property damage.

Ex: Tests/assessments, major assignments.

1st offense: Admin conference, redo the assignment with grade reduction

2nd offense: Same as 1st offense and 1 Lunch detention

3rd offense: Same as 1st offense and Half day ISS

4th offense: Same as 1st offense and 1 day ISS

Physical contact or Physical Aggression or Assault

-Minor: Pushing or shoving in class. Pre-fight aggression or posturing, bumping into others.

Pre-fight aggression: proximity to each other, posturing, glaring, gestures, planned physical contact/aggression, physical symptoms (heavy breathing, clenched fists, etc.)

-Major: Aggressive behavior - fighting, kicking, biting with the intent to do harm; retaliating.

1st offense: Lunch Detention- 3 day ISS

2nd offense: 3-5 days ISS

3rd offense: 5 days ISS- 1 day OSS

4th offense: 1-180 days OSS

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

1st Offense: Minimum 10 days OSS

2nd Offense: Expulsion

Bullying/Cyberbullying (see board policy JFCF) —

Bullying - Intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

Cyberbullying— A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee.

-Minor: "Put Downs", threatening and or disrespectful body language or posturing; or insults.

-Major: Threats/extortion; racial/social-economic/sexual/ethnicity, sexual orientation/cultural remarks; continued pattern of minor offenses; continued proximity after separation, cyberbullying or intimidation

1st Offense: Admin Conference, Counselor Referral, Lunch detention or 1- 3 day of ISS

2nd Offense: Admin Conference, Counselor Referral, 1-5 days of ISS

3rd Offense: Admin Conference, Counselor Referral, 5 days of ISS-10 days of QSS

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

1st Offense: Warning/Detention

2nd Offense: 3 days off bus

3rd Offense: 5 days off bus

Disrespectful or Disruptive Conduct or Speech (see Board policy

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

-Minor: Talking back or eye rolling. Refusal to participate

-Major: Repeated refusal, ignoring requests that lead to escalation or unsafe behavior.

1st offense: 1 day ISS

2nd offense: 3 days ISS

3rd offense: 5 days ISS

4th offense: 1-180 days OSS

Defiance of Authority—Refusal of student to obey direction of any staff member or continuation of any activity that a student has been told to stop or not do by any staff member

-Minor: Not completing class work or not following directions

-Major: Threat or intimidation. Verbal threats of aggression against another person. Bold disobedience. (ex: running away, running out of the building)

1st offense: Admin conference

2nd offense: 1 Lunch detention

3rd offense: 3 Lunch detentions

4th offense: Half day ISS

5th offense: 1 day ISS

Disruption to the Educational Process—Any act that distracts from the educational process of the classroom

-Minor: Tattling or distracting other students. Repeating disruptive behavior.

-Major: Behavior that stops the learning in the classroom; requests that lead to escalation and or an unsafe environment.

1st offense: Admin conference and counselor referral

2nd offense: 1 Lunch detention

3rd offense: 3 Lunch detentions

4th offense: Half day ISS

5th offense: 1 day ISS

Dress Code Violation - A violation of the school's dress code policy. Students will be asked to change clothes or remove items that are not part of the policy. Failure to do so will result in ISS until dress is appropriate under the policy.

1st Offense: Admin Conference, Discussion with Counselor, Parent Conference

Drugs/Alcohol (see Board policies JFCH and JHCD)—

-Minor: Inappropriate drug/alcohol references or talking about usage.

*possible referral for counseling or help

-Major: Under the influence, possession, distribution, paraphernalia of drugs or possession of actual or look-alike guns, knives or other weapons.

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

1st offense- Admin Conference, 1-10 ISS or 1-10 days OSS

Subsequent offenses - Admin Conference, 1-180 days of OSS or expulsion

-Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs

defined as substances identified under schedules I, II, III, IV, or V in section 202(c) of the Controlled Substances Act.

1st Offense: Minimum 10 days OSS

2nd Offense: Expulsion

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

1st Offense: 1-180 days out-of-school suspension

2nd Offense: Expulsion

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

1st Offense: Minimum 5 days ISS

2nd Offense: Minimum 3 days OSS

3rd Offense: Minimum 10 days OSS

Failure to Meet Conditions of Suspension—Coming within 1,000 feet of any public school in the district while on suspension for an offense that requires reporting to law enforcement or for an act of school violence or drug-related activity as defined by district policy as a serious violation of the district's discipline policy. See section of this regulation titled, "Prohibition against being on or near school property during suspension."

1st Offense: Verbal warning, detention, ISS, 1-180 days OSS, or expulsion.

Subsequent Offense: Verbal warning, detention, ISS, 1-180 days OSS, or expulsion.

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

1st Offense: Minimum 5 days OSS

2nd Offense: Minimum 10 days OSS

3rd Offense: Expulsion

Harassment/Teasing/Taunting/Bullying—Threats/extortion; racial/socio-economic/sexual/ethnicity, sexual orientation/cultural remarks; continued pattern of minor offenses; continued proximity after separation, cyberbullying or intimidation.

1st Offense: Admin Conference, 1-3 day of ISS

2nd Offense: Admin Conference, 3-5 days of ISS

3rd Offense: Admin Conference, 5 days of ISS -10 days of OSS

Inappropriate Behavior or Language - Any behavior or language that can be construed as harmful to yourself, others, school equipment or other property or items.

-Minor: Name calling or antagonistic language, accidental cursing.

-Major: Language that creates an unsafe climate or repeated name calling. Language that relates to race, religion, previous experience, derogatory nicknames. Repeated use of inappropriate language.

1st offense: Admin conference, 1 lunch detention

2nd offense: Admin conference, counselor referral, 1-3 lunch detentions

3rd offense: Half day ISS

4th offense: Full day ISS

5th offense: 1-3 days of ISS

Property Misuse— Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students.

1st offense: Admin conference- 1 day of ISS

2nd offense: 1 Lunch detention- 3 days of ISS

3rd offense: 3 Lunch detentions- 5 days of ISS

4th offense: Half day ISS- 1 day of OSS

Public Display of Affection —

-Minor: Physical contact with another student; kissing

-Major: Continued pattern of minor offenses or sexual activity in/on school property.

1st offense: Admin conference and warning and/or lunch detention, Conference with Counselor

2nd offense: Same as 1st offense and 1 day of ISS

3rd Offense: Same as 1st offense and 3 days of ISS

Sexual Harassment (see board policy AC)

a. Use of unwelcome verbal, written, or symbolic language based on gender or of a sexual nature. Examples of sexual harassment include, but are not limited to, sexual jokes or comments, request for sexual favors and other unwelcome sexual advances. Administrative conference to clarify and collect documents and evidence of the harassment.

1st Offense: Minimum 3 days ISS

2nd Offense: Minimum 5 days ISS

3rd Offense: Minimum 5 days OSS

b. Unwelcome physical contact based on gender or of sexual nature. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing. Administrative conference to clarify and collect documents and evidence of the harassment.

1st Offense: Minimum 3 days OSS

2nd Offense: Minimum 5 days OSS

3rd Offense: Minimum 5 days OSS

Sexually Explicit, Vulgar or Violent Material—Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography, or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular

material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

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

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

Skippping Detention- Failure to attend an assigned detention without prior approval and rescheduling with the office or a classroom teacher.

1st Offense: 2 Detentions

2nd and Subsequent Offenses: Minimum 1 Day ISS

Technology Misconduct (see Board policies EHB and KKB and regulation EHB-R)—1. Attempting; regardless of success, to: gain unauthorized access to a technology system or information; used district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer “viruses,” “hacking” tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device. Technology misconduct includes all school wide activities and statewide assessments.

1st Offense: 1-180 days out-of-school suspension, suspension or loss of user privileges.

Subsequent Offense: 1-180 days out-of-school suspension, expulsion, suspension or loss of user privileges.

Cell Phones/Electronic Devices - Cell phones or other personal electronic device usage is limited at school to passing periods. NO cell phones will be allowed while in the classroom. Other items that will not be allowed while in the classroom would be wireless earbuds, air pods, bluetooth headphones or any electronic device that is not school issued while in the classroom or during the school day. These electronics must be on silent and stored inside backpacks. Phones may only be accessed before and after school, while in the hallway during passing periods. Also, if a student requests to use the restroom during class, they must show the teacher that their cell phone is not leaving the classroom with them. Earphones that are wired and plug into the laptop, may be used if needed for course work. During class, students may NOT use their phones for calculators, to check the time, music, reading a book, checking their grades or for any other reason. If there is a medical reason to use a cell phone, that will be allowed per a 504 or health plan.

1st Offense: Device is confiscated/returned to student at the end of the day

2nd Offense: Device is confiscated/parent-guardian must pick up in the office

3rd Offense : Device is confiscated/ parent-guardian must pick up in the office plus 1 day of ISS

Violation other than those listed in (1), (2) or of Board policy EHB and regulations EHB-R.

1st Offense: ISS, 1-180 days OSS, suspension or loss of user privileges

Subsequent Offense: ISS, 1-180 days OSS, suspension or loss of user privileges.

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

1st Offense: Confiscation, Principal/Student conference, detention, or in-school suspension.

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

Technology Misuse – Using technology when not appropriate for the educational activities or setting. Includes but not limited to: browsing of the Internet, taking pictures, playing games, online forums or chats, streaming videos, streaming music, or any other inappropriate behavior not suitable for an educational environment. Depending on content and/or behavior of students the discipline actions for technology use could fall under options 1-4 of Technology Misconduct Discipline Policies that are stated above.

1st offense: Warning, admin conference

2nd offense: Lunch detention

3rd offense: 2 Lunch detentions

4th offense: 1/2 day ISS

Theft — Theft, attempted theft or willful possession of stolen property.

-Minor: Taking another's property (minor value)

-Major: Taking another's property (significant Sentimental or monetary value).

1st Offense: Minimum 3 days OSS, restitution

2nd Offense: Minimum 5 days OSS, restitution

3rd Offense: Minimum 10 days OSS, restitution

Tobacco/Vaping—Possession (use) of any tobacco/vaping products on school grounds, school transportation or at any school activity.

1st Offense: Minimum 3 days ISS (5 days OSS)

2nd Offense: Minimum 1 day OSS (3 days OSS)

3rd Offense: Minimum 3 day OSS (6 days OSS)

Truancy (see Board policy JEDA) — Absence from school without the knowledge and consent of parents/guardian and administration.

1st Offense: Minimum 3 days ISS

2nd Offense: Minimum 5 days ISS

3rd Offense: Minimum 10 days ISS

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

1st Offense: Principal/Student conference/detention, ISS or 1-180 days OSS.

Subsequent Offense: 1-180 days of OSS or expulsion.

Vandalism — Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students.

1st Offense: Minimum 3 days ISS, restitution.

2nd Offense: Minimum 5 days ISS, restitution.
3rd Offense: Minimum 3 days OSS, restitution.

Weapons

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

1st Offense: Minimum 5 days OSS.

2nd Offense: 10 days OSS.

3rd Offense: Expulsion

Possession or use of a firearm as defined in 18 U.S.C. 921 or Section 571.010 RsMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. 930(g)(2).

1st Offense: Expulsion, unless modified by the Board upon recommendation by the superintendent.

GENERAL FUNCTIONS

Student Complaints and Grievances

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

Weapons in School

The possession or use of a weapon by any person, except where authorized by law, shall be prohibited in all school buildings, on or about school grounds, and at all school activities.

Articles Prohibited in School

Problems arise each year because students bring articles which are hazards to the safety of others or interfere in some way with school procedure. Such items as toy guns, water pistols, bean shooters, slingshots, knives, etc., if brought to school as playthings are undesirable and will be confiscated. Parents are requested to help children understand the necessity for such regulations.

The only time students should bring toys, games, etc. to school is when their teacher instructs them to do so (for show and tell, for example). The students will assume responsibility for any items brought to school.

School Bus Scheduling and Routing

Students will ride their assigned bus, getting on and getting off at their regularly assigned stops unless a note or telephone call from their parent or guardian authorizes students to get off the bus at a different stop or to ride a bus other than their assigned bus. Notes will be subject to approval by the superintendent or designee. Notes are preferable but we understand that emergencies happen.

Buses carrying school children will be considered extensions of the school environment. Any student whose conduct on a school bus is improper or jeopardizes the safety of other students may have his or her right to school bus transportation suspended for such a period of time as deemed proper by the superintendent, building principal or designee. Uniform rules of conduct and disciplinary measures will be enforced.

Field Trips/Notes of Permission

When a field trip is to be taken, your children will bring home a permission form giving the destination and date. This form must be signed and returned to the teacher before your child will be allowed to go on the trip. Parental permission is required for all trips, competitions, etc. that would require your child to be out of the school building. Students must ride the bus to the school activity. Chaperones may be needed to help supervise students during a field trip. It is the decision of the teacher to select the parents that he/she wants to help with supervision. When parental transport is deemed appropriate or necessary by the principal, parents/guardians must sign their child out with the activity sponsor.

Parties

There are two parties per school year--one fall and one spring party. Both parties are given by the room parents. Classroom teachers will arrange room parents and attendees to the parties. Teachers will be in contact with room parents closer to the party. You will be contacted later about the responsibilities.

Other celebrations--Birthday Book Club, Highest Total Yoss Receipts

Telephone

The school telephone is for business calls only. Necessary plans should be made with children before they leave home in the morning. Children are called to the telephone only in case of emergency.

Lost and Found

Clothing and personal belongings that are brought to school should be labeled with the child's name. Found articles are turned into the school's Lost and Found racks down the Kindergarten hallway. Unlabeled or unclaimed property is disposed of at the end of each semester.

Bicycle Safety

Students may ride bicycles to school. However, the school will not accept responsibility for the safety of the bicycles. A lock is recommended for your bike. Students must walk them to the bicycle rack as soon as they get to school grounds and park them for the duration of the day. Motorized bikes and skateboards are not permitted.

Physical Education

Physical education is offered for all elementary students in grades K-5. If a student's participation has some limitations, it will be necessary to submit a written note to the office for excuse from physical education activities. Continued limitation will require a medical doctor's written excuse on file.

School Counseling Program

The comprehensive school counseling program at Adrian Elementary is an integral part of the School District's total educational program. It is developmental by design and includes sequential activities organized and implemented by the school counselor with the active support of parents/guardians, teachers, administrators, and the community. As a developmental program, it addresses the needs of all students by facilitating their social/emotional, academic, and career development, helping create positive and safe learning climates in schools, as well as helping students feel connected to school and to at least one caring adult. At the same time, the program assists students as they face issues and resolve problems that prevent their healthy development. All students, teachers, and parents have access to counseling services at the school. Students may self-refer or be referred by parents or school staff. Parents may call

the counselor or may schedule an appointment through the school secretary. Conferences often focus on normal developmental concerns of children in an elementary school. The following are frequent concerns: forming and maintaining friendships, school work habits, family concerns, social thinking skills, and behavior improvement at school.

In addition to individual or small group conferences with children, parents, and teachers, the counselor conducts classroom units for all children. Lessons adhere to standards as put forth by the Missouri Comprehensive School Counseling Program and include skills for academic achievement, social/emotional development, and career exploration and development. The counselor may also help conduct testing for special needs/gifted children.

Student Dress Code

The Board of Education expects student dress and grooming to be neat, clean, and in good taste, so that students may share in promoting a positive, healthy and safe atmosphere within the school district. Student dress and grooming is the responsibility of the individual and parent/guardian within the following guidelines:

1. Dress and grooming will be clean and in keeping with health, sanitary and safety requirements.
2. Dress and grooming will not disrupt the teaching/learning process or cause undue attention to an individual student.
3. Class activities that present a concern for student safety may require the student to adjust hair and/or clothing during the class period, in the interest of maintaining safety standards.
4. Additional dress regulations may be imposed upon students participating in certain extracurricular activities.
5. Here are some of the dress rules to be aware of:
 - Footwear must be worn while at school.
 - Hats are not to be worn in school unless authorized by the teacher.
 - Clothing with pictures or words relating to alcohol, tobacco, drugs, sexual issues, violence or profanity will not be permitted in school.
 - Spaghetti strap or midriff showing tops are not allowed.

Alternative Methods of Instruction

If school is closed due to exceptional or emergency circumstances the school has an approved alternative methods of instruction plan, the district shall notify students and parents on each day of the closure whether the alternative methods of instruction plan is to be implemented for that day. If the plan is to be implemented on any day of the closure, the district shall ensure that each student receives assignments for that day in hard copy form or receives instruction through virtual learning or another method of instruction.

Virtual Instruction:

All attendance, grades, and procedures will follow Board Policy IGCD: Virtual Courses for virtual instruction purposes.

TECHNOLOGY

Technology Usage

Students in all grade levels will have access to technology in the form of computers, Chromebooks, or other means. This usage will be through secured access to the Internet. Please see the District Technology Agreement for further information.

Standard Complaint Resolution Procedure for Improving America's Schools Act Programs

This complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education under the Goals 2000: Educate America Act and the Improving America's Schools Act (IASA).

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed and the resolution pursued in accordance with local district policy by submitting the complaint to the superintendent. If the matter cannot be settled satisfactorily by the superintendent, it should be brought to the Board of Education. Questions and comments submitted to the secretary of the Board in letter form will be brought to the attention of the entire Board at a regularly scheduled or called meeting. If necessary, a Board hearing will be scheduled to resolve the complaint. If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself.

Anyone wishing more information about this procedure or how complaints are resolved may contact local district or Department personnel.

Technology - Responsible Use and Guidelines

The focus of the one-to-one (1:1) Chromebook Program at Adrian School District is to provide tools and resources to the 21st Century Learner. Excellence in education requires that technology be seamlessly integrated throughout the educational program and as a result increasing access to technology is essential. One learning tool of 21st Century students is the use of Chromebooks; individual use of Chromebooks is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the classroom teacher. Effective teaching strategies with a Chromebook integrates technology into the curriculum for anytime, anyplace, anywhere learning. Adrian School District's 1:1 vision promotes a student-centered learning environment where technology supports curriculum. Technology use will be routine, transparent and encourage innovative teaching methods to ensure students' success.

The district will provide ongoing professional development and tools to support Adrian students in an evolving digital world. The extended use of district owned technology is a privilege which requires responsible use as follows. This privilege may be revoked for failure to abide by these guidelines. ASD provides students and employees with extensive technology resources, including computing facilities, local area networks, internet access and email addresses. The information within this document applies to all Chromebooks used at Adrian School District, including any other device considered by the Administration to come under this policy.

1. Annual Receipt of Your Chromebook and Check-In

1.1 Receiving Your Chromebook

Chromebooks will be distributed in the fall to students who attended the Parent/Student Chromebook orientation. Parents and students must attend a yearly Chromebook Orientation. Before receiving a Chromebook, students and parents must complete and return the following: Chromebook Fee Coverage with appropriate fees and acknowledgement of the expectations.

1.2 Chromebook Check-In

Chromebooks will be returned during the final week of school during student checkout so they can be examined for serviceability. If a student transfers out of the Adrian School District during the school year, their Chromebook will be returned at that time. The same Chromebook will be returned to students in the fall.

1.3 Return Policies

Individual school Chromebooks and accessories must be returned to the designated school location or Information Technology (I.T.) Department at the end of each school year. Students who withdraw, complete graduation coursework early, or terminate enrollment at Adrian School District for any other reason must return their Chromebook on the date of termination. If a student fails to return the Chromebook at the end of the school year or upon termination of enrollment, that student will be subject to fines (replacement cost of the Chromebook), criminal prosecution and/or civil liability. Failure to return the Chromebook will also result in a theft report being filed with the Adrian Police Department and may delay access to public school records.

The student will be responsible for any damage to the Chromebook, consistent with the District's Chromebook Responsible Use Policy, Procedures and Guidelines (this document) and must return the device and accessories in satisfactory condition. The student will be charged a fee, detailed on page 5, for any needed repairs, not to exceed the replacement cost of the Chromebook.

1.4 Chromebook Identification

Chromebooks are tagged and inventoried by the district. Any attempt to modify, hide and/or remove ASD identification tags will be subject to disciplinary action.

2. Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the district. Chromebooks that are broken or fail to work properly must be taken to the designated school location for equipment evaluation/review.

2.1 Carrying Chromebooks

The Chromebook should always be carried with the screen shut. Care must be taken when placing the Chromebook into backpacks and carrying in the hallways.

2.2 Screen Care

The Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen. Do not lean on the top of the Chromebook when it is open or closed. No objects should be placed on the keyboard. Do not place anything near the Chromebook that could put pressure on the screen. Clean the screen with a soft, dry cloth or anti-static cloth. Use of harsh chemicals WILL damage the screen. Do not “bump” or “drop” the Chromebook against lockers, walls, car doors, floors, etc., as it could possibly break the screen.

2.3 Storing Your Chromebook

When students are not using their Chromebooks, they should be stored in their locker or kept with the student. Students are required to take their Chromebooks home every day after school, regardless of whether or not they are needed. Chromebooks should never be stored in a vehicle at any time due to the possibility of theft. Do NOT leave your Chromebook in a place that is experiencing extreme heat or cold conditions (i.e. car in summer or winter). Extreme heat will damage the unit itself and extreme cold will cause severe screen damage.

2.4 Chromebooks

Left in Unsecured Areas Under no circumstances should Chromebooks be left unsecured. Any Chromebook left unsecured is in danger of being stolen or damaged. If a Chromebook is found in an unsecured area, it will be taken to the office. Violations may result in loss of Chromebook privileges and/or other privileges.

2.5 Chromebook Use During Extracurricular Activities

Students are responsible for their district devices both in and out of school, including extracurricular events. Costs associated with lost, stolen or damaged devices as stated in this Agreement also apply to extracurricular events. It is not the responsibility of the coach, bus driver, etc. to protect and/or store the device during extracurricular activities.

3. ADRIAN SCHOOL DISTRICT Chromebook Fee Coverage

Chromebook COVERAGE

Students assigned a district device are responsible for all damages whether intentional or accidental. Responsibility for repair caused by a malfunction or maintenance issue will be determined by the Adrian School District's I.T. Department.

Enrollment Information

The Chromebook Fee Program provides an inexpensive solution for parents to reduce the financial burden if an accident or theft occurs. The Chromebook Fee Program will cover one school year (August to May)

and is non-refundable. Students receiving a device after February 1st of each calendar year will be eligible for prorated coverage.

Prior to students receiving their Chromebook the fee must be paid and the technology agreement form signed by students and parents.

Annual Cost August - May \$20 \$10 Reduced and Free Lunch Rate *Max of \$40 per family*	Damage Coverage 1st Incident: \$0 2nd Incident: \$0 3rd Incident: Full Cost	Stolen Devices 1st Incident \$50 2nd Incident \$100 3rd Incident Full Cost	Not Covered -Cords -Charger -Intentional Damage (ex: something pushed into ports, direct hit to screen, keys picked off) -Loss without a copy of the police report
Cost after Winter Break \$10 \$5 *Max of \$20 per family*	Examples of Costs: Screen Replacement Keyboard Replacement	Examples of Costs: Stolen - \$250 depending on age of the device. A police report is required to file a stolen property claim.	Lost Cords/Chargers \$40

Two incidents total are covered per year.

If lost or stolen and the Chromebook is later recovered in working condition, the fine will be refunded.

If a student leaves the district, but does not return the Chromebook, they will be fined for the full amount of the replacement cost.

All students are required to pay the Chromebook usage fee.

4. Using Your Chromebook at School

Chromebooks are intended for use at school each day and as such students are responsible for bringing their Chromebook to all classes unless informed otherwise by the classroom teacher. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, schedules, and other district resources may be accessed using the Chromebook. ***STUDENTS MUST COME TO SCHOOL DAILY WITH A FULLY CHARGED CHROMEBOOK.***

4.1 Chromebooks Left at Home

If students leave their Chromebook at home, they are responsible for getting course work completed as if they had their Chromebook present. If a loaner is available they may check one out from a designated school area. If a student repeatedly (two or more times as determined by any teacher) leaves their Chromebook at home, they may lose their take-home privileges and be required to “check out” a Chromebook from the office or designated school area. Violations will be handled by the classroom teacher or school administrators with repeat violators subject to additional disciplinary action.

4.2 Chromebook Repair

Any mechanical or physical problems with the Chromebook should be immediately reported. Loaner Chromebooks may be issued to students when they leave their Chromebook for repair. Please note, loaner Chromebooks are subject to availability but the district will make every attempt to reduce downtime for students.

4.3 Charging Your Chromebook's Battery

Chromebooks must be brought to school each day fully charged. Students need to charge their Chromebook each evening. If a continuous pattern of uncharged devices continues, possible consequences may be issued. *Only charge your Chromebook with the ASD provided charger.*

4.4 Screensavers and Backgrounds

Inappropriate media may not be used as a screensaver or background photo on district Chromebooks. Installed images of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, tobacco, gang-related symbols or other material deemed inappropriate will result in disciplinary action.

4.5 Sound, Music, Games or Programs

Use of apps/games, music and/or sound must be approved by the classroom teacher and be for educational purposes only. Taking pictures or recording (audio or visual) teachers and/or students without their explicit consent is strictly prohibited.

4.6 Printing

Printing is not supported from district Chromebooks. If printing is required for an assignment, it can be shared with a staff member and they can print for the student.

4.7 Internet Access off Campus

Internet access is filtered when using the ASD Chromebooks off-campus in compliance with district policies and CIPA. Students are allowed to access other wireless networks when they are off campus.

5. Managing Your Files & Saving Your Work

5.1 Saving Your Work

Students will save work in their district provided cloud-based or network storage drives. It is recommended that students store files in their Google Drive where files are available at any time from any device. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Chromebook malfunctions are not an acceptable excuse for late or incomplete assignments.

6. Software on Chromebooks

6.1 Originally Installed Software

The software/apps/extensions originally installed by Adrian School District must remain on the Chromebook at all times.

6.2 Additional Software

The use of the student's school provided Chromebook is for educational purposes only. Adrian School District will synchronize the Chromebooks so that they contain the necessary apps for schoolwork.

Additional classroom-appropriate apps may be installed but again, only if for educational purposes only. At no time are students allowed to install software for personal use (gaming, social media, messaging, etc.) and/or gain. If in doubt, do not install the application.

6.3 Inspection

Students will be selected through the course of the year to provide their Chromebook for inspection. This may include an inspection of all materials saved on or accessed by the Chromebook as well as the physical condition of the Chromebook (i.e. ID tags, barcodes, and/or additional stickers/marks on the outside of the device).

6.4 Software Updates Updated versions of licensed software/apps will be deployed via the I.T. Department. Updates may occasionally require a system restart.

7. Responsible Use

7.1 System Security

- Students must protect access to their own devices through the use of passwords and privacy settings at all times.
- Students will log on to the network only as themselves.
- Students are responsible for their individual accounts and will take all reasonable precautions to prevent others from being able to use their accounts and should never share account information with others.
- Students will immediately notify a faculty or staff member if they have identified a possible security problem.
- Any electronic devices brought on the ASD campus are subject to search without notice.
- Students will refrain from using any device or software that masks the use of the school resources. This includes, but is not limited to, anonymizers and any application or hardware device that circumvents network security, logging or tracking procedures. Failure to comply will result in loss of computer/network privileges and possible disciplinary action.

7.2 Intellectual Property and Privacy

- Students will not copy or transfer any copyrighted material(s) to or from computers on the Adrian School District network without the permission of the technology staff.
- Students will not plagiarize words or phrases found in books, on the Internet, or on other online resources.
- Students will respect the rights of copyright owners, including those who have created music, images, video, software, etc. If a student encounters an inappropriate image, site or video online, he/she will immediately minimize the screen and inform a teacher.
- Students should have no expectation of privacy when using online resources since materials are owned by the site and can be redistributed without an author's permission. Students should check each site's privacy and security policies ca

7.3 Inappropriate Language and Harassment

- Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language on any and all uses of devices at Adrian School District, whether in public or private messages.
- Students will not post information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.
- Students should be respectful and polite in all online communication when using the district network. This includes, but is not limited to, email, chat, instant-messaging, texting, gaming and social networking sites.

- Students will not share, forward or post a message, image or video sent without the permission of the person who sent the message.
- Students will not post private or false information about another person.

7.4 Student Acknowledgement and Agreement

- Students continuously represent the Adrian School District whenever and wherever they use district computing resources. Student's actions could reflect on the district in all online communication.
 - Students will be held responsible for any online behavior or content that connects them to the district or implicates the district in their behavior.
- If students knowingly enable others to violate these rules, students may lose their access to ASD computer resources that include their device, district network, email, or internet access.
- The district has software and systems (Securely Filter) in place that monitor and record all activities and traffic on the district computing resources. Students should expect only limited privacy in the contents of all personal files on the district network.
- Tampering with the district technology tools or another person's work is unacceptable, and students could lose all rights to use computers and/or personal devices at school, including their user accounts and network access.

Violations of the district policy and Responsible Use Plan are subject to disciplinary action ranging from loss of computing privileges up to and including suspension and/or expulsion.

APPENDICES

Parent/Guardian Right to Know

Our district is required to inform you of certain information that you, according to the *Every Student Succeeds Act (ESSA)*, which is the latest reauthorization of the *Elementary and Secondary Education Act (ESEA)*, have the right to know. Under the *ESSA*, all schools receiving Title I funds must inform parents of their right to ask schools the professional qualifications of their child's teachers and paraprofessionals.

Our school receives Title I funding and upon parent/guardian request, our district will provide to, 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/guardian:

- Information on the achievement level of their child in each of the state academic assessments as required under this part; and

- Timely notice that their child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

Missouri Department of Elementary and Secondary Education
Every Student Succeeds Act of 2015 (ESSA)
COMPLAINT PROCEDURES

This guide explains how to file a complaint about any of the programs¹ that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA).

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

1. What is a complaint?

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

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

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

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

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

6. How can a complaint be filed with the Department?

A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
2. The facts on which the statement is based and the specific requirement allegedly violated.

7. How will a complaint filed with the Department be investigated?

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

1. Record. A written record of the investigation will be kept.
2. Notification of LEA. The LEA will be notified of the complaint within five days of the complaint being filed.
3. Resolution at LEA. The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. Report by LEA. Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
5. Verification. Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
6. Appeal. The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

8. How are complaints related to equitable services to nonpublic school children handled differently?

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

10. What happens if a complaint is not resolved at the state level (the Department)?

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

The Schoolwide Program Plan for ESSA can be found at the following link:

[Schoolwide Program Plan](#)

(paper copies of this plan may also be obtained through the Elementary School Office)

Parent/Family Involvement Goals and Plan (Board Policy IGBC)

The Board of Education recognizes the importance of eliminating barriers that impede parent/family involvement, thereby facilitating an environment that encourages collaboration with parents, families and other members of the community. Therefore, the district will develop and implement a plan to facilitate parent/family involvement that shall include the following six (6) goals:

1. Promote regular, two-way, meaningful communication between home and school.
2. Promote and support responsible parenting.
3. Recognize the fact that parents/families play an integral role in assisting their children to learn.
4. Promote a safe and open atmosphere for parents/families to visit the schools their children attend, and actively solicit parent/family support and assistance for school programs.
5. Include parents as full partners in decisions affecting their children and families.
6. Use available community resources to strengthen and promote school programs, family practices and the achievement of students.

The district's plan for meeting these goals is to:

1. Provide activities that will educate parents regarding the intellectual and developmental needs of their children at all age levels. This will include promoting cooperation between the district and other agencies or school/community groups (such as parent-teacher groups, Head Start, Parents as Teachers, etc.) to furnish learning opportunities and disseminate information regarding parenting skills and child/adolescent development.
2. Implement strategies to involve parents/families in the educational process, including:
 - Keeping parents/families informed of opportunities for involvement and encouraging participation in various programs.
 - Providing access to educational resources for parents/families to use together with their children.
 - Keeping parents/families informed of the objectives of district educational programs as well as of their child's participation and progress within these programs.
3. Enable families to participate in the education of their children through a variety of roles. For example, parents/family members should be given opportunities to provide input into district policies and volunteer time within the classrooms and school programs.
4. Provide professional development opportunities for teachers and staff to enhance their understanding of effective parent/family involvement strategies.
5. Perform regular evaluations of parent/family involvement at each school and at the district level.
6. Provide access, upon request, to any instructional material used as part of the educational curriculum.
7. If practical, provide information in a language understandable to parents.

Title I, Migrant Education (MEP) and Limited English Proficiency (LEP) Programs

The Board also recognizes the special importance of parent/family involvement to the success of its Title I, MEP and LEP programs. Pursuant to federal law, the district and parents will jointly develop and agree upon a written parental involvement policy that will be distributed to parents participating in any of these programs.

Title I Program Parent Involvement

The district and parents of children participating in the Title I program will jointly develop and agree upon a written parent involvement policy that will describe how the district will:

1. Involve parents in the joint development of the Title I program plan and in the process of
2. Reviewing the implementation of the plan and suggesting improvements.
3. Provide the coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
4. Build the schools' and parents' capacity for strong parental involvement.
5. Coordinate and integrate Title I parental involvement strategies with those of other educational programs.
6. Conduct, with the involvement of parents, an annual evaluation of the content of the parental involvement policy and its effectiveness in improving the academic quality of the schools served. This will include identifying barriers to greater participation by parents in activities authorized by law, particularly by parents who are economically disadvantaged, have disabilities, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. The district will use the findings of such evaluation to design strategies for more effective parental involvement and to revise, if necessary, the parental involvement policies.
7. Involve parents in the activities of the schools served.

Each school receiving Title I funds will jointly develop with and distribute to parents of children participating in the Title I program a written parental involvement policy agreed upon by such parents in accordance with the requirements of federal law:

1. The policy must be made available to the local community and updated periodically to meet the changing needs of parents and the school.
2. The policy shall contain a school-parent compact that outlines how parents, the entire school staff and students will share the responsibility of improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children.
3. Each school participating in the Title I program will convene a meeting annually to inform parents about Title I and to involve parents in the planning, review and improvement of Title I programs, including the planning, review and improvement of the school parental involvement policy.

Migrant Education Program (MEP) Parent Involvement

Parents of students in the MEP will be involved in and regularly consulted about the development, implementation, operation and evaluation of the Migrant Education Program.

Parents of MEP students will receive instruction regarding their role in improving the academic achievement of their children.

Limited English Proficiency (LEP) Program Parent Involvement

Pursuant to federal law, parents of LEP students will be provided notification regarding their child's placement in and information about the district's LEP program.

Parents will be notified of their rights regarding program content and participation.

Policy Evaluation

The district, with parent/family involvement, will review and evaluate the content and effectiveness of this policy and each school-level policy at least annually. The district will revise this policy as necessary to improve or create practices that enhance parent/family involvement.

***The Adrian R-III School Board of Education reserves the right to make changes in the Adrian Elementary School Parent/Student Handbook as deemed necessary. A handbook cannot cover all possible activities of a school. Items not covered are left to the discretion of the principal in consultation with the superintendent. The handbook is a part of the Adrian R-III School Board of Education's policy and rules incorporated therein by reference. All School Board Policies and Regulations are kept up to date on the school website: <http://adrian.k12.mo.us/index.html>**

Board Approved July 2021