

Blair Oaks Elementary



2025-2026
Student Handbook

Blair Oaks Elementary School

6124 Falcon Lane
Jefferson City, MO 65101
(573) 634-2808

“HOME OF THE FALCONS”

School Colors-Green and White
School Mascot-Falcon

BLAIR OAKS R-II SCHOOL DISTRICT **MISSION STATEMENT**

The Blair Oaks R-II School community is committed to providing a positive learning environment that develops academic skills, self-confidence, and social responsibility.

Goal I. We will maximize academic achievements, overall development, and self-esteem of every student.

Goal II. We will actively involve the community in the school.

Goal III. We will provide a school with a positive learning environment.

Goal IV. We will maintain assertive, knowledgeable leadership that will facilitate a quality educational program.

Goal V. We will have a school that the community judges as excellent.

BLAIR OAKS ELEMENTARY **MISSION STATEMENT**

Children are the future, and Blair Oaks Elementary is dedicated to the success of all children. We will:

PARTNER

with staff, students, parents, and community;

EDUCATE

all students to become self-sufficient, life-long learners;

EMPOWER

all students to be competent, productive, responsible, and caring citizens in an ever-changing world; and

PROVIDE

a safe and nurturing educational environment with high academic standards.

BLAIR OAKS R-II SCHOOL DISTRICT **VISION STATEMENT**

At Blair Oaks R-II, we envision soaring to new heights through: Academic Excellence, Character Development, Community Involvement, Leadership and Service.

LETTER FROM THE ELEMENTARY PRINCIPAL

The Blair Oaks Elementary staff is looking forward to a great year as we work together to ensure the learning and growth for our students.

Blair Oaks has a reputation of excellence that we promise to continue throughout the upcoming school year. It is with great excitement that we get ready to embark upon a new school year with anticipation of new opportunities that will enhance our school environment.

Student success is attributed to the partnership and the relationships we build within our community. It truly does take a village and we value teamwork and collaboration. Parent communication and support is essential to the success of any school. In efforts to keep an open line of communication you are always welcome to call or email myself at any time. To find information regarding school events, we will utilize our school website and weekly on-line newsletter. The school staff is dedicated to providing our students with a well-rounded educational experience. Just as the core curriculum is used to support academic growth, character education will be used to promote personal, social, and emotional growth. Our goal is success for all students.

The purpose of this handbook is to give school district students and their parents/guardians an understanding of the general rules and guidelines of Blair Oaks Elementary. It is your responsibility as a parent to read the contents of this handbook and become familiar with our rules and traditions, as well as review this with your child.

Tara Bishop, Blair Oaks Elementary Principal

BLAIR OAKS ELEMENTARY PERSONNEL 2025-2026

ADMINISTRATION

Ben Meldrum	Superintendent
Emily Vallandingham	Associate Superintendent
Tara Bishop	Elementary Principal
Ginny Gilbert	Special Services Director
Melissa Bruemmer	District Curriculum/ Testing Coordinator

FACULTY

Brooke Schell	Pre-K
Megan Wilbers	Pre-K
Jody Bennett	Kindergarten
Kadi Hood	Kindergarten
Bethann Stieferman	Kindergarten
Amy Ambrose	1 st Grade
Miranda Bock	1 st Grade
Ashley Boessen	1 st Grade
Emily Cooper	2 nd Grade
Rianna Kenkel	2 nd Grade
Adrienne Koester	2 nd Grade
Annie Shields	2 nd Grade
Jon Lindquist	Special Education
Michelle Buschjost	Special Education
Rachel Todd	Speech/Language
Lindsey Reichart	Title I
Jessica Davis	Interventionist
Aimee Schmidt	Librarian/Media Specialist
Jon Kekec	Music
Swantje Crane	Art
Matt Albers	P.E.
Ashley Agee	Motor Lab
Jesse Hentges	Counselor

OTHER SCHOOL PERSONNEL

Brenda Dallmeyer and Sasha Volmert	Secretaries
	School Nurse
Connie Sandbothe and Kelly Reichel	Health Room Aide
Matt Brown	School Resource Officer
Amanda Boessen	Food Service Director
Mark Zeigler	Maintenance Director
Heather Hurst	Library Technician
Amy Kay, Rheannon Weishahn	Paraprofessionals
Bailey Dorsey, Brie Rademan	
Kelsey Rademan	Pre-K Instructional Aide

Staff emails are as follows: First initial last name@blairoaks.org
 Example: tbishop@blairoaks.org

STUDENT HANDBOOK TOPICS

Academic Achievement and Grading

The Blair Oaks R-II Schools have adopted a uniform grading scale. At the midpoint of each quarter, a progress report will be sent home for each student. Grade cards will be sent home at the end of each quarter. Kindergarten, 1st, and 2nd graders will use a standards based grading scale. Scales will be provided on each grade card to identify progression of mastered skills.

Admission and Withdrawal/Transfer of Students

Board Policy 2200 - Admission

The admission and denial of admission of all students shall be under the direction of the Superintendent/Designee, subject to the approval of the Board of Education. All persons seeking admission to the District and its instructional programs must satisfactorily meet all residency, academic, age, immunization, health, safety and other eligibility prerequisites as established by Board policies, rules and regulations, and by law. Students entering the District will be required to present a birth certificate or some other acceptable proof of age along with proof of residency in the District, or a request for a waiver of the residency requirements unless the student is exempt from the residency requirements as set forth in District policies, rules and regulations and/or law.

Students who are entering kindergarten or first grade are encouraged to pre-register in the spring prior to the fall semester in which they are to begin attendance.

Board Policy 2290 – Student (Voluntary) Withdrawal from School

Students who withdraw from school for any reason are required to notify the building principal and provide a specific reason for withdrawal. Each building principal will submit a monthly report to the Superintendent concerning the identity and reason of each student withdrawing from school.

Board Policy 2290- Request to Transfer Student's Records to Another Public, Private or Charter School

Building principals will respond within five (5) business days to requests by other schools for the records of students transferring from District schools. Records transferred pursuant to such requests will include the written notification of criminal charges/adjudications by law enforcement officials for criminal acts listed in Regulation 2673.

After School Activities

Individuals wishing to use the building to provide activities beyond the regular school day must receive prior approval from the administration. Persons making a request need to complete a formal application and agree to accept responsibility for the activity. The school does not provide transportation services for students staying beyond the school day. School district activities will always take precedence over activities scheduled by outside entities.

After School Dismissal

The last bell rings for student dismissal at 2:55 p.m. The buses should be loaded by 3:05 p.m. Please be patient during bus dismissal. Children who are picked up are dismissed after the buses leave the loading zone. A staff member will be out in front to motion the waiting car to approach the building. Students will be called out to meet parents in order of arrival. Students who do not ride the buses home will wait inside the building until the buses leave, then they are dismissed to leave with a parent or designee from the front doors. Parents must notify the school, in writing or by telephone, if the student is not to go to the usual afternoon destination.

Alternative Method of Instruction (AMI)

AMI stands for Alternative Methods of Instruction. An AMI day is a day in which school is canceled (e.g. in the case of inclement weather or extenuating circumstances such as contagious disease outbreak or utility outage), but students do not have to make up the day because they will be provided the opportunity to complete virtual assignments. The Department of Elementary and Secondary Education (DESE) allows school districts to use AIM plans throughout the school year with the limitation of up to 36 hours of instructional time. The District will follow its AMI plan to implement alternative methods of instruction, including virtual learning, on days when the school district is closed for an AMI day. If the student completes the assignment during an AMI day and submits it to the teacher by the due date, he/she would be counted as "present" for the AMI day.

Appointments During School Day

Any student arriving on or leaving school grounds during the school day is required to check in or out in the main office. Parents needing their student released during the school day must contact the school office to indicate the time and reason for dismissal.

Assemblies

Assemblies will be scheduled throughout the school year with age appropriate subjects and activities. Parent/teacher ideas for assemblies must be approved through the principal's office prior to plans being implemented. New ideas are welcomed and reviewed yearly.

Assembly Behavior

1. When the assembly leader approaches the microphone, you need to turn and face this person and immediately get quiet. The assembly leader may be the principal, a teacher, a student leader, a guest speaker, etc. Quieting yourself shows a high degree of maturity.
2. It is not polite to ask to leave to get a drink or use the restroom during an assembly, a play, a concert, etc. This interrupts others in the audience. Take care of these activities before entering the gym or an auditorium. In a desperate situation, you need to make your exit and re-entry during an appropriate time (in between acts, for instance).
3. Talking to others seated beside you should be kept to a minimum.
4. Falcons have a reputation for polite behavior at fan events (cheering, applause, etc.). Good sportsmanship and positive behavior are expected at all times. Please do not copy inappropriate behavior demonstrated by others.

Students' attendance at assemblies is a privilege which may be revoked at the discretion of the administration.

Attendance

Regular attendance is a critical factor for student success. If physically able, the student should attend school every day the school is in session. The regular contact of students with each other in the classroom and their participation in a well-planned instructional program under the direction of a competent teacher are vital to this purpose. The habits students develop at an early age will affect their behavior in the future.

The frequent absence of students from classroom learning experiences disrupts the continuity of the learning process. The benefit of regular classroom attendance is lost and cannot be regained. Teachers cannot teach students that are not present. The total process of education requires a continuity of instruction, classroom participation, and learning experience in order to obtain the maximum educational benefit for each individual student. We encourage parents to schedule medical and other appointments after school if at all possible.

Parents should telephone the building office (573-634-2808) when a child is going to be absent by 9:00 a.m. If the parents forget to call, we will attempt to contact them. Parents can also email the office with this information. Please email both secretaries to ensure the message is received. (svolmert@blairoaks.org and bdallmeyer@blairoaks.org) When a child is absent from school for more than two days, or an extended absence is anticipated, parents should contact the school office and arrange for make-up work with the teacher. Assignments must be requested before 10:00 a.m. and will be available after 3:15 p.m. Homework will not be collected for students who are absent for one day due to illness. It is difficult for teachers to get homework ready and sent to the office for multiple students each day without sacrificing instructional time.

If a child is absent from school due to a doctor's visit, a note from the doctor is required upon their return to school. Note: A doctor's note stating that a student/patient was "seen" in the office will not suffice for excessive absences. For excessive absenteeism, the burden of proof will be on the parent, and information regarding diagnosis and treatment plan will be required. It is not the district's responsibility to judge the validity of the absence; however, it is the district's obligation to report excessive absenteeism to the appropriate authorities.

Excessive Absences and Tardies

By law, it is the parent's responsibility for the regular attendance of a child in their care. A tardy is arriving at school and entering the classroom after 8:00 a.m. Parents of students who have missed or been tardy more than 5 days per semester will be notified in writing of the days missed. A letter will be sent to parents of students missing or being tardy 8 days requesting a conference with the principal. Students, whose absences or tardies exceed 10 days, without appropriate notification/documentation, will be referred to the Missouri Division of Family Services as "educational neglect".

Absences/Tardies

5 days/semester or 8 days/year
8 days/semester or 12 days/year
10 days/semester or 15 days/year

Consequence

Letter home to parent
Letter requesting conference with principal
Potential referral to Missouri Division of Family Services

Please note: Missouri State law is based on compulsory attendance. Excessive absences may trigger a referral to the juvenile office or other state agencies for support services and to ensure compliance. As mandated reporters, school administrators are required to make reports of this nature. Our goal is to provide assistance in any way that we can. Feel free to contact us with questions, concerns, or suggestions.

Exceptions

There will be times when extenuating circumstances will make it necessary for the principal to deviate from this policy. Such circumstances would include, but not limited to, serious illness, unforeseeable family emergencies, military leave/deployment of parent, etc. Appropriate documentation will be required for such circumstances.

Behavior Code of Conduct

The student shall:

1. Conduct themselves at all times following classroom rules and showing respect for others.
2. Attend school regularly. Giving their best efforts in all they do.
3. Show good sportsmanlike conduct at all activities, both at school and away.

Always remember, you represent Blair Oaks School!

The following rules will be enforced by the teachers and support staff members. The teachers will review and discuss the rules periodically with the students. These rules help ensure a safe, orderly learning climate for the students. The teachers are responsible for developing a system of rewarding positive students as well as consequences for inappropriate student behavior.

1. Be Safe
2. Be Responsible
3. Be Respectful (to others, to myself, and to school property)

Morning Bus Rules

1. Go directly inside from the bus.
2. Sit quietly in the assigned area.
3. Show proper respect to others.

Afternoon Car Rider/Walker Rules

1. Go directly to the gym.
2. Sit quietly in the assigned area.
3. Belongings stay in backpacks.
4. Show proper respect to others.

Hallway Rules

1. Walk on the right side of the hallway.
2. Keep voice level to a whisper.

Cafeteria Rules

1. Obtain trays in an orderly manner.
2. Sit in the assigned area.
3. Use proper table manners.
4. Eat your own food.
5. Use inside voices.
6. Remain quiet at the assigned place until dismissed.
7. Leave your area neat and clean.

Recess Rules

1. Maintain a quiet noise level while going to and returning from recess.
2. Follow the guidelines for safe play established by the supervising teacher.

Consequences for inappropriate behavior may include counseling, discipline, or punishment.

Counseling is the act of talking and listening to students and their parents about concerns and behaviors that affect the student's education.

This ongoing process involves the student, parents, and school personnel.

Discipline is the act of training students to improve performance and/or behavior for future endeavors. The focus is to improve attitude, behavior, self-respect, etc. in the future.

Punishment is retribution for past deeds by taking away privileges, removing from class, or suspending from activities for past actions. The focus of punishment is to prevent students from repeating past actions in the future. If punishment is administered, it should be consistent for all students. If a student continues to violate rules or behave inappropriately, the student's teacher shall contact the child's parents about the problem and actions taken.

In the event that a student's behavior does not improve or a severe infraction occurs, the student (and pertinent documentation) will be referred to the principal. Once a student has been referred to the principal for inappropriate behavior, the action will be handled according to the School Behavior Code and Discipline Policy.

Bullying

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; substantially interferes with the educational performance, opportunities, or benefits of any students without exception; or substantially disrupts the orderly operation of the school. Communications are not limited to physical contact. Communication can also occur by telephone, in writing, or via electronic means.

Cyberbullying occurs when a student disseminates information using electronic means that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g. threats of violence, defamation of character or of a person's race, religion or ethnic origin). Cyberbullying, even if the inappropriate information was originated from home or off school grounds, is subject to school discipline if it is found that the misconduct causes a material and substantial disruption of the proper and orderly operation of the school or if the misconduct will cause the commission of unlawful acts or the violation of school regulations.

To determine whether certain conduct constitutes bullying, District officials conduct a fact-based inquiry in which they apply their professional judgment and consider multiple factors, which may include but are not necessarily limited to the specific conduct at issue, the context in which such conduct occurs, the relationship between the students, historical interactions, chronological ages, and developmental levels.

To report a bullying incident, a form can be filled out. A link can be found on the elementary school website - "Bullying Incident Form": <https://bit.ly/34J7ReW>. This information will be sent directly to the elementary school principal. Information submitted is anonymous.

Board Policy 2655 (In accordance with RSMo 160.775)

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Bullying is strictly prohibited on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict 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; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying.

Bullying occurs when a student:

- Communicates with another by any means including telephone, writing or via electronic communications, intention to intimidate, or inflict physical, emotional, or mental harm without legitimate purpose, or
- Physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require physical touching, although touching may be included.

Bus Notes

If your child needs to ride an alternate bus, or if you will be picking up your student early, you MUST please call the office by 10:00 a.m.! No students will be allowed to ride alternate buses without a note and clearance from the office. Alternative transportation must be due to childcare arrangements. In some cases, buses are considered to be "closed" due to large numbers of riders. Please clear all bus requests with the office prior to making plans.

Care of School Property by Students

Students are expected to take reasonable care of school property. The Board of Education recognizes that acts of destruction, defacing, trespassing, burglary and theft of District property are contrary to the interests of students, staff, and taxpayers. The District officials will cooperate fully with all law enforcement agencies in the prevention of crimes against District property as well as in the prosecution of persons involved in such conduct.

The District will seek restitution from students and other persons who have damaged, destroyed, or lost District property. Students may be subject to additional disciplinary action. As permitted by law, the District will also seek restitution from the parent/guardian of children involved in such misconduct. Payment shall be assessed by the principal of the school concerned, or a designated person, in accordance with the price of the book or other article lost or damaged.

Cell Phones

Developments in cell phone technology in recent years have resulted in enhanced communication opportunities; however, the use of cell phones in schools pose increasing risks of school disruptions, bullying, criminal activity, and academic dishonesty. As a result, student cell phones, digital cameras, and similar electronic devices will be banned during the instructional day, as well as in dressing areas during extracurricular activities. Students will not be allowed to have their cell phones on during normal school hours.

Students will turn their cell phones off before entering school in the morning and keep them off until the dismissal bell. Cell phones should not be seen or heard at any point during the school day. Students who are found using their phone during school hours will be referred to the office. Students whose cell phones ring, beep, or make any other noise during the day will be referred to the office. Students who are referred to the office will have their cell phones confiscated. It is recommended that if students need to bring their cellphones to school that they be kept in their backpacks in the off position. The school accepts no responsibility for loss or theft of property. Cell phones are discussed further in the school discipline policy section of this handbook.

Change of Address/Phone Number

For your child's safety and well-being, please notify the school immediately if you have a change of address and/or phone number either at home or work. Changes will be updated in the school's information system in order to maintain up-to-date records and contact information.

Character Education

The Blair Oaks Elementary School believes that human uniqueness and diversity are valued and that all students must acquire the skills, knowledge, and character traits to prepare them to function as educated citizens. In order to meet the challenges of the 21st Century, it is equally important to recognize that character development and academic learning coincide to achieving the school mission. This policy on character development is for the benefit of all students and is written with respect and sensitivity to the diversity of religions, cultures, creeds, and beliefs. A variety of activities will be implemented to facilitate the learning of these traits. Such activities include, but are not limited to: service learning projects and mentoring programs.

In the Blair Oaks Elementary School, we believe that:

- Families, schools, and the community accept responsibility and work together to promote and enhance character development in our students.
- Our entire staff, through its words and behaviors, must model the traits of the Character Education Initiative.
- All children can become responsible and respectful people if they live and learn in a climate where they are respected and given responsibility.
- It is expected that all students will be responsible decision makers.
- Character development and academic development are equally important.
- Character education is an integral part of the school's activities, programs, and curriculum.

Character Traits

August	Self-Discipline
September	Polite
October	Responsibility
November	Respect
December	Compassion
January	Hard-Working
February	Honesty/Trustworthy
March	Integrity
April	Accountable
May	Resilience/Grit

Cold/Hot Weather Policy

Temperature above 32 degrees	full outdoor recess
Actual temperature below 32 degrees	shortened outdoor recess
"Feels like" temperature below 25 degrees	no outdoor recess

Warm weather policies will follow guidance from Cole County Health Department.

All students will go out for recess unless a written note from the doctor excusing them from such activity has been submitted to the office. Please be sure to send your child to school in appropriate attire to accommodate weather changes: jacket/coat, hat, gloves, etc.

Computer/Internet Access

Students and their parents must sign an acceptable use policy before being allowed to use the computers. Students are expected to use good judgment and appropriate behavior at all times when using technology. Students will be held responsible for misuse and/or mishandling of equipment. Poor decision-making can lead to disciplinary consequences and/or restitution. Any parent/student who chose not to sign the acceptable use policy will not be allowed to use computers.

Counseling and Guidance Lessons

Guidance services are available for every student in the school. The counselor has a scheduled period with each elementary class weekly. In addition, assistance with student problems, help with home, school, or social concerns is available for all students. The counselor is available to help any students who may encounter obstacles that interfere with their learning.

Directory Information/Educational Records

A cumulative educational record shall be maintained for each student from his/her entrance into school through the last date of attendance or through graduation, whichever occurs first. Each student's educational record will include information required by state and federal statutes, regulations, or agencies and shall include other information considered necessary by school officials.

The District will comply with the mandates of the Family Educational Rights and Privacy Act (FERPA) and the Safe Schools Act regarding confidentiality of student records and disclosure of personally identifiable information. See FERPA Notice page 28-29 of the handbook for additional information.

The parents/guardians of students who are attending or have attended the District's schools have the right to inspect and review the educational records of their students and to request amendment of their student's educational records. The District has adopted procedures (see Board Policy - Regulation 2400) for the granting of parental requests for access to the educational records of their students within a reasonable period of time, but in no case more than forty-five (45) days after the request is made.

All information contained in a student's educational record, except information designated as directory information by the District, shall be confidential and shall be directly accessible only to school officials who demonstrate a legitimate educational interest in the student's records and to parents/guardians or eligible students.

Discipline Policy

Board Policy 2600

The District has the authority to discipline for student conduct that is prejudicial to good order and discipline in the schools as provided by state law. School officials are authorized to hold students accountable for misconduct in school, on school property, and during school-sponsored activities.

This behavior code serves as a guideline for types of misconduct and their consequences. This list is not all-inclusive. In individual cases, the principal may need to exceed or reduce the ranges listed. Prior to any implementation of consequences more severe than those prescribed by the guidelines, parents will receive notification.

Consequences and Punishment

1. General Discussion
2. Warning given to student
3. Short-term removal from class
4. Parent conference
5. Loss of special privileges
6. Payment for damages
7. After-school detention
8. In-school suspension (ISS)
9. Out-of-school suspension (OSS)
10. Expulsion
11. Notification of Authorities
12. Documentation to Permanent File

Explanation of Consequences

Violation of Blair Oaks Elementary School's rules and behavior guidelines may be referred directly to the principal for action. Action taken by the principal will follow these guidelines.

1. General Discussion – The principal and/or teacher talks to the student about the incident with emphasis on getting the student's input and reaching an agreeable method of resolving the problem.
2. Warning – Student is notified that he or she is being placed on probationary status, and if additional incidents occur, appropriate disciplinary measures will be implemented.
3. Removal from class – Student is temporarily removed from class.
4. Parent Contact/Conference – Parents are formally notified of the incident by either a telephone call, in writing, or a formal meeting between the parents and school administration/staff. When appropriate, the student will be present.
5. Revoke Privileges – Student is denied specific privileges, such as recess, class activity/program, or event.
6. Payment of Damages – Student is required to pay restitution for damages caused from improper behavior.
7. After-School Detention – Student is punished by staying after school for a specific number of days. Parents will be notified prior to the student being required to serve detention.
 - A. Detention will be served in one-hour increments 3:00-4:00 p.m.
 - B. Pupils will be assigned work during detention.
 - C. Students may request tutorial assistance from the supervising teacher, provided others are not disturbed and a quiet atmosphere is maintained.
 - D. Parents will be responsible for picking up their child at an agreed time.
8. In-School Suspension (ISS) – Student is punished for a specific time by denying his privilege to attend school while suspended the student is held accountable for any work that is missed during the period of suspension. Parents will be notified prior to the child receiving ISS. The number of days to be served shall be between 1-10 days at the principal's discretion. ISS may be assigned by the principal only. Teachers will be asked to provide work for credits for students serving in ISS. Work will include regular classroom assignments and extra work. In-school suspension will be served in the office or another designated area. Students may not attend school activities while serving ISS.
9. Out-of-School Suspension (OSS) – Students are punished for a specific period of time, by denying the privilege for the student to come to school, be on the school grounds for any reason, or attend school activities. Parents are contacted to pick up students if OSS is generated during the regular class day. Parents will be notified of the specific reason for the suspension, meeting date and time, and other pertinent information. Students are held accountable for schoolwork missed during suspension and may receive credit or partial credit.
10. Expulsion – Students are punished by expulsion from school for a prolonged period of time, generally 30 days or more. Students who are expelled from school will not be allowed to be on the school grounds, attend any school activities, or receive credit during the period of expulsion. Expulsion must be approved through the Superintendent.
11. Notification of Authorities – Required by Missouri Safe Schools Act 1997 (including Juvenile Officers/DFS/Law Officers)
12. Documentation in Student's Record – Required by Missouri Safe School Act 1997.

Guidelines for Implementations of Behavior Code/Discipline Policy

Under normal circumstances, the school will handle disciplinary problems in the best confidential manner and within the school facilities. A reasonable effort will be made to notify parents of any violations and discipline procedures related to such action. When appropriate, the local authorities will be notified and all necessary/mandatory information turned over to them. The appropriate authorities may include: the County Sheriff, Division of Family Services, Juvenile Officers, etc.

Serious Infractions

Arson

Starting a fire or causing an explosion with intention to damage property or buildings.

1st Offense: May result in OSS, expulsion, notification of authorities, and/or documentation in the student's file.

Subsequent Offenses: May result in expulsion, notification of authorities, and/or documentation in the student's file.

Assault

Attempting to cause injury to another person; intentionally placing a person in reasonable apprehension of imminent personal injury.

1st Offense: May result in ISS, OSS, expulsion, notification of authorities, and/or documentation in the student's file.

Subsequent Offenses: May result in OSS, expulsion, notification of authorities, and/or documentation in the student's file.

Attempting to kill or cause serious physical injury to another.

Any Offense: Will result in expulsion, notification of authorities, and documentation in the student's file.

Biting

Biting is to seize with the teeth or jaws so to enter, grip, or wound to cause sharp pain or stinging discomfort.

1st Offense: Staff will use appropriate behavior strategies according to the student's age. Notification will be made to parents and documented. May result in removal from the classroom or expulsion for the remainder of the day or long, if warranted.

Subsequent Offenses: May result in notification of parents, removal from the classroom, expulsion for the remainder of the day or long, if warranted.

Bullying

Board Policy 2655

Students who are found to have violated this policy will be subject to consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidents, etc.

Bullying/harassment is the intentional action by an individual or group of individuals which includes but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion or theft, damaging property, and exclusion from a peer group. Bullying is defined in Missouri as intimidation or harassment that causes a reasonable student to fear for his or her physical safety or property. Cyber-bullying is also included under this definition which includes electronic communications.

1st Offense: May result in ISS, OSS, expulsion, notification of authorities, and/or documentation in the student's file.

Subsequent Offenses: May result in ISS, OSS, expulsion, notification of authorities, and/or documentation in the student's file.

Bus Misconduct

Any offense committed by a student on a District owned or contracted bus.

See Transportation: Any problem, which falls under a serious infraction, shall be punished in the same manner as if the offense had been committed at the school. Bus riding privileges may be suspended or revoked.

Cell Phones

Use of cell phones during the school day. This includes if the phone rings, beeps, or makes any other noises during the school day as well.

1st Offense: The item is confiscated until the end of the school day, where students can pick up the phone.

2nd Offense: The item will be confiscated and will be held in the office until a parent can pick up.

Subsequent Offenses: The item will be confiscated, will be held in the office until a parent can pick up, privileges will be revoked, and ISS.

Cheating

Copying assignment, homework, or test answers from another student or allowing another student to do the same; turning in another person's work as your own.

All Offenses: Students will receive a "0" grade on all assignments involved. Additional disciplinary action may be taken if necessary.

Computer and Technology Use

Inappropriate use or misuse of technology.

Not following directions- Examples include but not limited to: playing a different game than directed, changing personal background when given specific task, being on a different site than directed, etc.

1st Offense: May result in clip down/check, parent contact, loss of revoked privileges for 1 day

2nd Offense: May result in clip down/check, office referral, parent contact, revoked privileges for 2 days, written letter of apology

3rd Offense: May result in clip down/check, office referral, parent contact, revoked privileges for 3 days, after school detention

Subsequent Offenses: Administrative discretion

Inappropriate Behavior involving chromebooks- Examples include but not limited to: searching inappropriate sites, changing background to inappropriate photos, etc.

1st Offense: May result in clip down/check, parent contact, revoked privileges for 1 day, written letter of apology

2nd Offense: May result in clip down/check, office referral, parent contact, revoked privileges for 3 days, after school detention

3rd Offense: May result in clip down/check, office referral, parent contact, revoked privileges for 5 days, ISS

Subsequent Offenses: Administrative discretion

+Any damage to equipment will fall under the category of vandalism; replacement cost will vary based on level of damage.

+Certain misuse could fall under categories such as bullying or threats and could result in referral to law enforcement.

Demeaning Conduct

Use of words or actions, verbal written or symbolic meant to harass or injure another person (ie. threats of violence or defamation of a person's race, religion, gender or ethnic origin) Constitutionally protected speech will not be punished.

1st Offense: May result in parent contact, privileges revoked, after-school detention, ISS, OSS, and/or documentation in a student's file.

Subsequent Offenses: May result in parent contact, privileges revoked, after-school detention, ISS, OSS, expulsion, notification of authorities, and/or documentation in the student's file.

Disparaging or Demeaning Language

Use of words or actions, verbal, written, or symbolic meant to harass or injure another person: i.e., threats of violence or defamation of a person's race, religion, gender, or ethnic origin. Constitutionally protected speech will not be punished.

1st Offense: May result in a warning, removal from class, parent contact, privileges revoked, after school detention, ISS, or OSS.

Subsequent Offenses: May result in parent contact, privileges revoked, after-school detention, ISS, OSS, expulsion, notification of authorities, and/or documentation in the student's file.

Disrespectful Conduct or Speech

Disrespectful verbal, written, or symbolic language or gestures which are inappropriate to public settings or directed at another student or staff member.

1st Offense: May result in parent contact, privileges revoked, after-school detention, ISS, or OSS.

Subsequent Offenses: May result in parent contact, privileges revoked, after-school detention, ISS, OSS, expulsion, notification of authorities, and/or documentation in the student's file.

Disruptive Speech or Conduct

Conduct or verbal, written or symbolic language, which materially or substantially disrupts the classroom work, school activities, or functions.

1st Offense: May result in general discussion, warning, removal from class, parent contact, or privileges revoked.

Subsequent Offenses: May result in parent contact, privileges revoked, after-school detention, ISS, OSS, expulsion, notification of authorities, and/or documentation in the student's file.

Drugs/Alcohol

Board Policy 2640

The improper use of controlled substances, alcohol and substances represented to be such is detrimental to the health and welfare of students and is detrimental to discipline in school. Such conduct as well as the possession of drug paraphernalia is prohibited and is subject to disciplinary action as set forth in Regulation 2610.

Use, possession, or sale of any unauthorized prescription/non-prescription drug, alcohol, narcotic substance, inhalant, counterfeit drugs, drug-related paraphernalia, or attendance under the influence of any of the above at school, any school sponsored activity, or on a school bus. Students suspected of using alcohol at school may be referred to the nurse for an evaluation.

1st Offense: May result in OSS, expulsion, notification of authorities, and/or documentation in the student's file.

Subsequent Offenses: May result in OSS, expulsion, notification of authorities, and/or documentation in the student's file.

False Alarms

Tampering with emergency equipment, setting off false alarms, or making false reports.

1st Offense: May result in parent contact, revoked privileges, after school detention, ISS, OSS, expulsion, notification of authorities, and/or documentation on a student's file.

Subsequent Offenses: May result in ISS, OSS, expulsion, notification of authorities, and/or documentation in the student's file.

Fighting

Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

1st Offense: May result in general discussion, warning, removal from class, parent contact, privileges revoked, after-school detention, ISS, OSS, expulsion, notification of authorities, and/or documentation in the student's file.

Subsequent Offenses: May result in privileges revoked, after-school detention, ISS, OSS, expulsion, notification of authorities, and/or documentation in student's file.

Fireworks

Possession/discharge of fireworks on school grounds, on a school bus, or at any school sponsored activity.

1st Offense: May result in parent contact, privileges revoked, or payment of damages.

Subsequent Offenses: May result in parent contact, privileges revoked, payment of damages, after-school detention, ISS, OSS, expulsion, notification of authorities, and/or documentation in student's file.

Horseplay

Rough, rowdy play or physical actions toward other students that may result in disruptions, embarrassment, and physical discomfort. Contact is unnecessary and potentially harmful to either participant.

1st Offense: May result in parent contact, privileges revoked, after-school detention, ISS, OSS, and/or documentation in a student's file.

Subsequent Offenses: May result in parent contact, privileges revoked, after-school detention, ISS, OSS, expulsion, notification of authorities, and/or documentation in the student's file.

Profanity

The use of inappropriate words such as cussing or obscene language.

1st Offense: May result in parent contact, privileges revoked, after-school detention, ISS, or OSS.

Subsequent Offenses: May result in parent contact, privileges revoked, after-school detention, ISS, OSS, expulsion, notification of authorities, and/or documentation in the student's file.

Public Display of Affection

Physical contact which is inappropriate for the school setting.

1st Offense: May result in general discussion, warning, removal from class, parent contact, or privileges revoked.

Subsequent Offenses: May result in parent contact, privileges revoked, after-school detention, ISS, OSS, expulsion, notification of authorities, and/or documentation in the student's file.

Refusal to Comply/Insubordination—Nonverbal or verbal refusal to follow a teacher or administrator request. If the misbehavior creates a safety risk, the situation may warrant a harsher consequence.

1st Offense: May result in general discussion, warning, removal from class, parent contact, privileges revoked, after-school detention, and/or ISS.

Subsequent Offenses: May result in general discussion, warning, removal from class, parent contact, privileges revoked, after-school detention, and/or ISS.

If a student is refusing to work during class after the teacher has attempted redirection strategies, the student will be removed from class and will be asked to work in the office.

Sexually Inappropriate Behavior

Use of verbal, written or symbolic language that is sexually harassing. Physical contact that is sexually harassing.

1st Offense: May result in general discussion, warning, removal from class, parent contact, revoked privileges, after-school detention, ISS, OSS, expulsion, notification of authorities, and/or documentation in the student's file.

Subsequent Offenses: May result in parent contact, after-school detention, ISS, OSS, expulsion, notification of authorities, and/or documentation in the student's file.

Inappropriate touching of self or others

1st Offense: May result in general discussion, warning, removal from class, parent contact, revoked privileges, after-school detention, ISS, OSS, expulsion, notification of authorities, and/or documentation in the student's file.

Subsequent Offenses: May result in parent contact, after-school detention, ISS, OSS, expulsion, notification of authorities, and/or documentation in the student's file.

Exposure of one's private body parts

1st Offense: May result in general discussion, warning, removal from class, parent contact, revoked privileges, after-school detention, ISS, OSS, expulsion, notification of authorities, and/or documentation in the student's file.

Subsequent Offenses: May result in parent contact, after-school detention, ISS, OSS, expulsion, notification of authorities, and/or documentation in the student's file.

Theft

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

1st Offense: May result in warning, removal from class, parent contact, revoked privileges, payment of damages, after-school detention, ISS, OSS, expulsion, notification of authorities, and/or documentation in the student's file.

Subsequent Offenses: Will result in parent contact, after-school detention, ISS, OSS, expulsion, notification of authorities, and/or documentation in the student's file.

Threat/Extortion

A statement of an intention to inflict pain, injury, damage, or other hostile action on someone in retribution for something done or not done.

1st Offense and Subsequent Offenses—Depending on the nature of the threat, the student may receive consequences ranging from a conference with the administrator up to 180 days of OSS or expulsion. Depending on the severity of the situation, a report may be made to law enforcement.

Tobacco

Board Policy 2640

The Board of Education believes that smoking; the use of any tobacco products; vapor products and substances appearing to be tobacco products are detrimental to the health and well-being of staff and students. This prohibition includes electronic cigarettes, vaping and similar objects used in conjunction with vaping. Therefore, the Board prohibits the use, sale, transfer and possession of tobacco products, vapor products, and substances appearing to be tobacco products or vapor products, i.e. e-cigarettes, vaping paraphernalia, at school and at school activities.

Possession of any tobacco or imitation tobacco products(i.e. Juuls, vape pens) on school grounds, bus, or at any school activity.

1st Offense: May result in general discussion, warning, removal from class, parent contact, revoked privileges, after-school detention, or ISS.

Subsequent Offenses: May result in revoked privileges, after school detention, ISS, OSS, notification of authorities, and/or documentation in the student's file.

Use of any tobacco product on school grounds, bus or at any school activity.

1st Offense: May result in a parent contact, revoked privileges, after-school detention, ISS, or OSS.

Subsequent Offenses: May result in revoked privileges, after-school detention, ISS, OSS, notification of authorities, and/or documentation in student's file.

Truancy

Absence from school without the knowledge or consent of parents/guardians and/or the school administration.

1st Offense: May result in general discussion, warning, removal from class, parent contact, or revoked privileges.

Subsequent Offenses: May result in parent contact, revoked privileges, after-school detention, ISS, notification of authorities, and/or documentation in the student's file.

Unauthorized Items at School

Use of items or equipment such as, but not limited to the following: radios, beepers, pagers, iPods, MP3 players, video games, laser pointers, trading or playing cards at school during the school day. Students with the listed items in view of others will have the item confiscated.

1st Offense: The item is confiscated until the end of the school day.

2nd Offense: The item will be confiscated and will be held in the office until a parent can pick up.

Subsequent Offenses: The item will be confiscated, will be held in the office until a parent can pick up, privileges will be revoked, and ISS.

Vandalism

Board Policy 2654

The Board of Education recognizes that acts of destruction, defacing, trespassing, burglary and theft of District property are contrary to the interests of students, staff and tax payers. The District officials will cooperate fully with all law enforcement agencies in the prevention of crimes against District property as well as in the prosecution of persons involved in such conduct. The District will seek restitution from students and other persons who have damaged or destroyed District property. As permitted by law, the District will also seek restitution from the parent/guardian of children involved in such misconduct.

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

1st Offense: May result in warning, removal from class, parent contact, revoked privileges, payment of damages, after-school detention, ISS, OSS, expulsion, notification of authorities, and/or documentation in the student's file.

Subsequent Offenses: May result in payment of damages, after-school detention, ISS, OSS, expulsion, notification of authorities, and/or documentation in the student's file.

Weapons

Board Policy 2620

The District recognizes firearm and weapon possession as a potential threat to the health, safety and security of students, employees, and other persons. The District will not tolerate the presence of firearms or weapons on the premises of our schools. This prohibition includes possession of firearms and weapons on school playgrounds, school parking lots, school buses, and at school activities, whether on or off school property.

The District complies with the provisions of the Improving America's Schools Act of 1994, the Individuals with Disabilities Education Act, and other applicable federal and state law.

Possession or use of any instrument or device, as defined in the following:

1. A firearm as defined in 18 U.S.C. 921.
2. Any device defined in 571.010, RSMo, including a blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun, or switchblade knife.
3. Any instrument or device customarily used for attack or defense against an opponent, adversary or victim: or any instrument or device used to inflict physical injury or harm to another person.
4. Imitation weapons which by nature or use may cause harm or intimidation. (Props for school plays/activities must have prior approval by the principal)

1st Offense: Will result in expulsion from school for one year and be subject to permanent expulsion, notification of authorities, and documentation in the student's file. The superintendent may modify expulsion on a case-by-case basis in accordance with the requirements of Part B of the Individual with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act.

Subsequent Offenses: Will result in expulsion (subject to permanent expulsion), notification of authorities, and documentation in the student's file.

Possession or use of any instrument or device, other than the above, with the intent to harass, intimidate, or threaten.

1st Offense: May result in parent contact removal from class/situation, revoked privileges, after-school detention, ISS, OSS, notification of authorities, and documentation in student's file.

Subsequent Offenses: Will result in ISS, OSS, expulsion, notification of authorities, and/or documentation in the student's file.

All other violations of general guidelines/rules:

Any offense, which is not listed above, made to the principal's office regarding infractions of general rules for conduct in school.

1st Offense: May result in a general discussion, warning, removal from class, parent contact, revoked privileges, ISS, or OSS.

Subsequent Offenses: May result in revoked privileges, after-school detention, ISS, OSS, expulsion, notification of authorities, and/or documentation in student's file.

Discipline and the Special Education Student

Students with disabilities who are enrolled at Blair Oaks Elementary, should, to the maximum extent, adhere to the discipline codes established for the general school population. Any variations will be based on the nature and extent of the handicapping condition and the IEP will address the relationship of the student's handicap to disciplinary issues, outlining methods for monitoring and improving behavior.

Federal and state regulations do dictate that before a handicapped student can be suspended, the administration and the child's teacher must review the student's special education placement to determine whether:

1. The behaviors that may lead to suspension are related to the child's handicapping condition.
2. The special education placement is appropriate.

If the review determines that the behaviors are not related to the handicapping condition and the services being provided are appropriate, the school may suspend the student and then return him/her to the same placement. Follow normal district procedures.

If the behaviors are related to the handicapping conditions, then the district must conduct a review of the IEP to determine whether an alternative placement is needed. The district would provide alternative special education services based upon the revised IEP.

The following guidelines are provided:

1. Suspension of handicapped students for ten days or less is permissible and is not considered a change in placement.
2. Successive short-term suspensions may be interrupted as long-term and, therefore, a change in placement.
3. In the case of a long-term suspension/expulsion, an IEP team must meet to determine appropriate services within 10 days of the starting date of the suspension.
4. A district may not cause the complete cessation of services to a handicapped student.

Dress Code and Personal Appearance

The following dress code will apply to student dress during regular school hours. It is not the school's intention to infringe on the individual student's right to freedom of expression, but rather to encourage students to "dress for success" and to come to school properly prepared to

participate in the learning process. The provided list details items that are not appropriate for the school setting; however, administration reserves the right to determine that other items not listed here are causing interference to the educational process and therefore will not be allowed.

Board Policy 2651

The Board of Education expects student dress and grooming to be neat, clean and in keeping with community standards, so that each student may share in promoting a positive, healthy and safe atmosphere within the School District. This expectation includes the school day and school sponsored extracurricular activities. The Board may require students to wear a school uniform.

1. Cut-off shirts, shirts above the waist, see through shirts, spaghetti strap tops, and strap type t-shirts (muscle shirts) are prohibited at all times. Shirts and blouses must reach the waist and cover the stomach area at all times.
2. Pants, sweats, shorts, or jeans with holes that create an inappropriate appearance or that are distracting are prohibited. Holes must not be above fingertip length when arms are hanging at sides.
3. Shorts may be worn, providing the following guidelines are used:
 - ◆ Cut-off jeans or sweats must be neat in appearance and uniform in length.
 - ◆ No tight or short shorts, such as spandex, lace, or tight sweats are permitted unless worn under another pair of shorts.
 - ◆ Mid-thigh is an appropriate length (dresses and skirts must meet the same length standard as shorts)
4. Headgear of any kind such as: hats, sunglasses, handkerchief, head scarves, etc. are not to be worn in the building.
5. Appropriate footwear should be worn at all times. Shoes with heels or large wedges are not appropriate for the school day.
6. Items of clothing or jewelry that advocate controlled substances such as drugs or alcohol are prohibited. Clothing or jewelry that exhibits vulgar or crude language relating to sex or any other subject (innuendo) is not permitted.
7. "Sagging" is not allowed. Pants/jeans must cover the undergarments at all times.
8. Clothing shall be worn as intended.
9. The school dress code applies to all extra-curricular activities.

It is impossible to anticipate all dress or grooming situations that might be considered improper for school attire. The school administration has exclusive right and authority to address any questionable or improper dress deemed detrimental to the learning environment. Students not in proper attire will not be allowed in the classroom and are to obtain proper clothing as soon as possible. Repeated violations of the policy will result in disciplinary action.

It is hoped that a quick solution may be found in order that the student may return to class promptly. The student may be asked to change the article of clothing, call a parent or guardian and request appropriate clothing from home be brought to school promptly, or the child will remain in the principal's office until dismissal time. Refusal to cooperate with the request to change clothing may result in disciplinary action.

Due Process Rights

All students will be afforded due process as guaranteed by constitutional provisions. The process will be in accordance with state law and with the provisions outlined in the Board's policies and regulations on student suspension and student expulsion.

Electronic Devices

Students who bring electronic devices to school do so at their own risk. This includes but is not limited to cell phones, iPods, MP3 players, video games, E-Readers etc. E-readers may not be used as audio readers during class unless the teacher has given permission for such use. Devices brought to and/or used at school should only contain school appropriate pictures, lyrics, and other materials.

Electronic devices are to be used only by the owner and are not to be borrowed by or loaned to other individuals. The school accepts no responsibility for loss or theft of property. All electronic devices are subject to the school discipline policy and should be used in strict compliance.

Emergency Closings

Should it become necessary to close the Blair Oaks R-II School District, by reason of weather or other emergencies, the Superintendent may order the closing of the school. Notification of such closings will be given to the staff, students, and public under the direction of the Superintendent. On days when school is not in session because of inclement weather, there will be no student-related activities in the school building, unless approved by the Superintendent.

Field Trips

Field trip activities take the students off the school grounds. Their purpose is to enhance the students' learning and knowledge. These are scheduled by the staff with administrator approval. A child not enrolled in Blair Oaks Elementary School may not accompany chaperones on field trips.

Food Allergy

Board Policy 2875

The purpose of this policy is to create an organized system for preventing and responding to allergic reactions in accordance with House Bill 922 (2009). This policy is not a guarantee of an allergen-free environment; instead, it is designed to increase awareness, provide education and training, reduce the chance of exposure and outline responses to allergic reactions.

This policy applies to district facilities to which students have access and includes transportation provided by the district. The Board instructs the superintendent or designee to develop procedures to implement this policy.

Identification

An allergic reaction is an immune system response to a substance that itself is not harmful but that the body interprets as being harmful. Allergic reactions range from mild to life-threatening. Each school in the district will attempt to identify students with life-threatening allergies, including food allergies. At enrollment, the person enrolling the student will be asked to provide information on any allergies the student may have.

Prevention

Students with allergies that rise to the level of a disability as defined by law will be accommodated in accordance with district policies and procedures pertaining to the identification and accommodation of students with disabilities. An Individualized Health Plan (IHP), including an Emergency Action Plan (EAP), may be developed for students with allergies that do not rise to the level of a disability. All staff members are required to follow any 504 Plan or IHP/EAP developed for a student by the district. Staff members who do not follow an existing 504 Plan or IHP/EAP will be disciplined, up to and including termination. Staff members shall not use air fresheners, oils, candles, incense or other such items intended to add fragrance in any district facilities. This provision will not be construed to prohibit the use of personal care items that contain added fragrance, but the principal may require staff members to refrain from the use of personal care items with added fragrance under particular circumstances. Staff members are prohibited from using cleaning materials, disinfectants, pesticides or other chemicals except those provided by the district. The district will not serve any processed foods, including foods sold in vending machines, which are not labeled with a complete list of ingredients. Vended items must include a list of ingredients on the individual package. The food service director will create an ingredient list for all foods provided by the district as part of the district's nutrition program, including food provided during the school day and in before- and after-school programs. This list will be available upon request. Prepackaged items used in concessions, fundraisers and classroom activities must include a list of ingredients on the package. If the package does not contain a list of ingredients, the list of ingredients must be available at the location where the package is sold or provided.

Education and Training

All staff members will be annually trained on the causes and symptoms of and responses to allergic reactions. Training will include instruction on the use of epinephrine pre-measured auto injection devices. Age-appropriate education on allergies and allergic reactions will be provided to students as such education aligns with state Grade-Level Expectations (GLEs) for health education. Education will include potential causes, information on avoiding allergens, signs and symptoms of allergic reactions and simple steps students can take to keep classmates safe.

Confidentiality

Information about individual students with allergies will be provided to all staff members and others who need to know the information to provide a safe learning environment for the student. Information about individual students with allergies will be shared with students and others who do not have a legitimate educational interest in the information only to the extent authorized by the parent/guardian or as otherwise permitted by law, including the Family Educational Rights and Privacy Act (FERPA). Response to an allergic reaction shall be in accordance with established procedures, including application of the student's 504 Plan or IHP/EAP, where applicable. Parents of students with life threatening allergies should supply the school with epinephrine premeasured auto-injection devices to be administered in accordance with Board policy

Food and Drink at School

Students should not have food and/or drinks in the halls or classrooms unless a teacher has pre-approved having food and/or drink in the classroom with the principal. The only drinks allowed in the classrooms will be water in sealed containers, and this will be at the discretion of the classroom instructor. (Exceptions may be made on special occasions or with a physician's order, but not on a routine basis.) The soda machines are to be used after school hours ONLY. Failure to follow these rules may result in disciplinary action.

In the interest of providing a healthy environment, snacks brought by students or parents to share with other students or treats for parties during the school day should be purchased at a store or bakery. Food brought should be individually wrapped or in the original unopened container. We ask parents to make arrangements with their teacher. Teachers may present learning activities involving food providing all participants to use proper hand washing procedures and preparation is closely supervised. In order to ensure all students can participate, alternative foods must be provided to those students with known medical conditions prohibiting consumption of particular food items.

Gifted Program- Screening and Referral for KIDS and AARC

Our district is committed to identifying and supporting students with exceptional academic abilities through our Gifted Education Program. We maintain an ongoing referral process for students in grades 1–7. Referrals may be initiated by teachers, principals, or parents at any point during the school year. School staff regularly collaborate to review district benchmark assessments, state testing results, and classroom observations to determine whether a student may benefit from further evaluation for gifted services. Parents who believe their child may qualify are encouraged to contact their building principal to begin the referral process. For more information about our Gifted Education Program, including eligibility criteria and services provided, please visit the school website.

Homework

Homework is not assigned as “busy work”. It has a definite purpose in the learning process and should be a continuation or extension of the classroom activities. Our goal is to train and transition our students and to set a standard of responsibility. The student should understand and be able to do any homework assignments. If parental assistance is needed in any assignment, directions should be included with the work. Please contact your child’s teacher if you are confused with a project. Modifications in assignments are available for students having trouble in completion. Modifications will follow IEP specifications for all students with diagnosed learning disabilities.

Homework will not be collected for students who are absent for one day due to illness. It is difficult for teachers to get homework ready and sent to the office for multiple students each day without sacrificing instructional time. Homework requests for students missing two or more consecutive days may be made through the office. Assignments must be requested before 10:00 a.m. and will be available after 3:15 p.m.

Make-up Work/Late Work

Homework completion requires a team effort between the student, the teacher, and the parents. When a student is absent from class, he/she will be given one school day for every day he/she is gone to make up the work for full credit.

Grades K-2: No consequences are in place at this time; however, if homework completion becomes an issue, intervention strategies will be implemented to ensure student success. Parents will also be contacted to help facilitate this process.

Hours of School Day

The school doors open at 7:30 a.m. **DO NOT** drop off your child before 7:30 a.m. Supervision **IS NOT** available until 7:30 a.m. After 7:30 a.m., all students report to the gym, under the supervision of a staff member. School begins at 8:00 a.m. with morning announcements. Students arriving after 8:00 a.m. will be recorded as tardy. On Fridays, an assembly will be held in the gym and students will proceed to the classroom afterward. (Subject to change.)

Incentive Trips

Incentive trips are opportunities for students to be rewarded for displaying good character and academic behavior throughout the year. These are scheduled by staff with administrator approval. In order to attend an incentive trip- a student must be in good academic, behavioral, and financial standing. A student with excessive office referrals, failing grades, or delinquent fees or balances will not be able to attend.

Interview/Interrogations

Board Policy 2160

The School District has legal jurisdiction over students during the school day and hours of approved extracurricular activities. The school administration is responsible for making an effort to protect each student's rights with respect to interrogations by law enforcement officials. When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school principal or designee will be present and the interview will be conducted in private.

The principal will verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school. The principal ordinarily will make reasonable efforts to notify the student's parents/guardians.

Instructional Day

Each elementary student receives regular instruction in reading, language arts, mathematics, science, social studies, comprehensive health (including tobacco, alcohol and other drug prevention education), and career awareness education. At Blair Oaks Elementary School, students have access to a total of four exploratory classes.

Instruction in each of the core areas reflects the Missouri Learning Standards. Each elementary student receives instruction in art, music, and physical education for a minimum of 50 minutes in each area each week.

Lunch and Breakfast Program

Prices (daily):

Full price student lunch	\$2.70
Full priced breakfast	\$1.80
Reduced priced student lunches	\$0.40
Reduced breakfast	\$0.30
Adult breakfast	\$2.00
Adult lunches	\$4.00
Extra milk, each (must pay in advance)	\$0.40

We request that students pay in advance for school lunches or extra milks either monthly or bi-weekly. It is recommended that a positive balance be maintained in student lunch accounts. Charges are expected to be paid in a timely fashion. If a student's account is delinquent a letter/notification will be sent to parents. If a student's account is delinquent more than \$10, a sack lunch will be served to the student. This practice will continue until the student's account is brought up to date.

If you think that you qualify for free/reduced lunch prices, we encourage you to apply. Application acceptance is based on annual income and the number of family members. If your financial status changes at any time during the year, applications are available. Direct your application to the principal's office. All applications will be kept confidential.

Lunch Schedule

11:05-11:30	Pre-K
10:55-11:20	Kindergarten
11:30-11:55	1 st Grade
12:00-12:25	2 nd Grade

Cafeteria Procedures

Teachers will escort students to the cafeteria at the assigned times. The students are to move through the cafeteria line in a quiet and orderly fashion, seat themselves as directed by the cafeteria supervisor, and eat their food in a courteous manner. All food will be consumed in the cafeteria during the student's lunchtime. Parents are encouraged to join their child for breakfast or lunch during the school year. Parents/guests will be able to each lunch with their student(s) in a setting prepared by the office staff. Please contact the office prior to the visit. If you plan to eat with your child, please call the school by 10:00 a.m. to order your lunch.

Medical Procedures/Communicable Diseases

Communicable Diseases

Board Policy 2860

A student shall not attend classes or other school-sponsored activities, if the student (1) has, or has been exposed to, an acute (short duration) or chronic (long duration) contagious or infectious disease, and (2) is liable to transmit the contagious or infectious disease, unless the Board of Education or its designee has determined, based upon medical evidence, that the student:

- *No longer has the disease.*
- *Is not in the contagious or infectious stage of an acute disease.*
- *Has a chronic infectious disease that poses little risk of transmission in the school environment with reasonable precautions.*

School officials may require any child suspected of having a contagious or infectious disease to be examined by a physician and may exclude the child from school, in accordance with the procedures authorized by this policy, so long as there is a substantial risk of transmission of the disease in the school environment.

A student who has a chronic infectious disease, and who is permitted to attend school, may be required to do so under specified conditions. Failure to adhere to the conditions will result in the student being excluded from school. A student who has a chronic infectious disease and who is not permitted to attend school or participate in school activities will be provided instruction in an alternative educational setting in accordance with District policy.

Students with acute or chronic contagious or infectious diseases and their families have a right to privacy and confidentiality. Only staff members who have a medical reason to know the identity and condition of such students will be informed. Willful or negligent disclosure of confidential information about a student's medical condition by staff members will be cause for disciplinary action.

The District will implement reporting and disease outbreak control measures in accordance with the provisions of Missouri Department of Health publication PACH-16, "Prevention and Control of Communicable Diseases: A Guide for School Administrators, Nurses, Teachers and Day Care Operators," a copy of which shall be on file in the office of the Supervisor of Health Services and in the office of each school nurse.

Help Control Communicable Diseases

Vaccines are now available to control the majority of diseases that have caused illness and death in children in the past. Medical treatments help to control many others, but schools must continue to play an important role in controlling the spread of communicable disease. By enforcing the state communicable disease regulations, excluding children who are ill, and promptly reporting all suspected cases of communicable disease, personnel working with children can help ensure the good health of the children in their care.

Be alert for signs of illness such as elevated temperature, skin rashes, inflamed eyes, flushed, pale, or sweaty appearance. If a child shows these or other signs of illness, pain or physical distress, he/she should be evaluated by a health care provider. Children or staff with communicable diseases should not be allowed to attend or work in a school until they are well.

Please report all suspected cases of communicable disease promptly to your city, county, or state health department. Prompt reporting is the first step to ensuring appropriate control measures.

The following conditions require exclusion from the public setting:

- Fever of 100 degrees or higher (must be fever free for 24 hours without fever reducing agent before returning to school)
- Undiagnosed rashes
- Vomiting/diarrhea (must be no longer vomiting or experience diarrhea for 24 hours before returning to school)
- Fainting spells
- Impetigo
- Scabies
- Ringworm
- Strep Throat (must have had antibiotic treatment and fever free for 24 hours before returning to school)
- COVID (fever free for 24 hours before returning to school)
 - The school's policy will be adjusted/updated following CDC guidelines
- Red-inflamed eyes/Pink eye (must have had medical treatment for 24 hours before returning to school)
- Head Lice (exclusion until effective medical treatment with a pediculicide has been initiated and must be "nit" free per exam by office personnel, proof of treatment may be required in the form of a label or bottle that has contained the treatment)
- Chicken Pox
- Other common childhood diseases

We recommended practices and procedures outlined by the Missouri Department of Elementary and Secondary Education, Cole County Health Department, and Centers for Disease Control. At the principal's discretion, a physician's approval may be required before a child is allowed to return to the classroom.

Medical Forms

For any paperwork requiring the need for faxed information to a physician the following procedure will take place:

- Paperwork is given to appropriate teachers/staff
- Teachers/staff complete paperwork and return to elementary office
- The elementary office will fax/mail/e-mail the information to desired physician/personnel, as indicated by parent/guardian

Medication Policy

All medications must be delivered to school by a parent or adult. All medications, prescription or non-prescription, must be presented in the original container to, and administered by, the school office staff. Prescription medicines should be properly labeled with the child's name, most recent date of prescription, drug name, dose, time of administration, and doctor's name. (Ask your pharmacist for a second container for school use.) A Medication Authorization Form must be completed by the parent/guardian to grant permission for any medication to be given at school with specific instructions. Medications that do not meet these criteria will not be administered.

Board Policy 2870 regarding Administering Medicines to Students states that "the giving of medicine to students during school hours be discouraged and restricted to medication that cannot be given on an alternative schedule." Most routine medications given once, twice or even

three times a day can be arranged so that they do not have to be administered while a student is at school. This allows the student to have a better learning experience without daily disruption of class and also promotes the appropriate parental supervision of their child in administering his or her medication. There are some exceptions such as for ADHD medication needed after or before lunch to promote a better learning experience, or for inhalers needed before or after physical activity, etc.

A log will be kept, in the main office, for all medical procedures. Medical information provided to the teacher by the parent will be reported to the school nurse and any teachers working with the student during the day. Likewise, the office will forward any medical information concerning a student to the appropriate teachers. Temporary first aid, such as Band-Aids, ointment, sprays, lotion, etc. will be provided to ill and injured students. Over-the-counter pain relievers other than Tylenol/acetaminophen are not provided by the school and require individual directions for use. Tylenol may be provided if authorized by a parent or guardian by completing the Tylenol Administration Form. Parents will be notified if a child needs additional medical care or needs to go home. Parents are required to pick up their child within a reasonable length of time.

Vaccination Requirements of Students

Board Policy 2850

All students attending District schools are required to be in compliance with state programs mandating immunization against specific diseases. Failure to comply with District immunization requirements will result in exclusion from school until proof of compliance is provided. Parents/guardians of homeless students are encouraged to submit proof of compliance as soon as possible. The Superintendent shall institute procedures for the maintenance of health records, which are to show the immunization status of every student enrolled or attending in the District, and for the completion of all necessary reports in accordance with guidelines prepared by the Department of Social Services-Missouri Division of Health. Upon written request, the District will notify the parents/guardians of pre-kindergarten students whether other pre-kindergarten students are attending school with an immunization exemption. The identity of students for whom an immunization exception has been filed is confidential and will not be released except as required by law.

It shall be the policy of the Blair Oaks R-II School District that all students attending the district schools shall be in compliance with state laws and regulations requiring 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 contraindications. A physician's statement will be provided if the reason for exemption is a medical contraindication. 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. Homeless children are the only exception, and are allowed a 24-hour time period in which to provide proof of compliance.

Head Lice

If the nursing staff is notified of a student who had head lice or head lice/nits are found on any student, the classroom in which the child belongs will be cleaned and all students in that classroom/grade level will be checked. Other periodic checks will occur throughout the year as needed.

Symptoms—Irritation and itching of the scalp. Presence of insects and eggs or "nits" in the hair, especially at the nape of the neck and about the ears. Lice may appear lighter on persons with fair hair and darker on persons with dark hair.

Incubation Period—The "nits" hatch in a week and reproduce 8 to 10 days after hatching.

If the school nurse or staff should find 3 or more cases of live lice in a classroom or 6 cases of live lice in a grade level a parent letter will be sent to that class or grade level at the discretion of the school principal and school nurse notifying the parents of the multiple cases of live lice that have been found. If live lice are found, parents/guardians will be notified that students can stay in school until the end of the school day, but must be treated with appropriate treatment prior to returning to school. If a student should return to school without treatment, they will be sent home until treated. A student who had live head lice infestation or nits will be evaluated on as needed basis or upon arrival back to school. If live lice are found at that time, the parent/guardian will be called and re-instructed concerning treatment. This process will continue until the student is free of live head lice.

Special Features—All household and other intimate contacts should be examined for infestation. Concurrent treatment of the child and all of his or her infested contacts and clothing are necessary to eradicate the infestation.

Natural Disasters

Staff and students are required to follow all natural disaster drill guidelines. This includes taking precautionary actions within or vacating the building. The following signals will be used to signal emergency activity.

<i>Series of short rings -</i>	Take cover in building
<i>One long continuous ring -</i>	Evacuate the building

Whenever possible, specific instructions will be announced over the PA system. Appropriate emergency evacuation and take-cover diagrams are posted in all classrooms, gymnasium, and cafeteria. Teachers are directed to review these plans with their students.

Parent-Teacher Conferences

Parent-teacher conferences will be held in October of the school year. Conferences will be set up for all parents. Individual conferences may be scheduled with parents as deemed necessary throughout other times of the year.

Parties

Seasonal classroom parties will last approximately one hour. The teachers will use their discretion as to the party's format with the approval of the principal. Guidelines for all other parties, including birthday parties, must have the approval of the classroom teacher prior to the activity. Letters will be sent to parents outlining party guidelines and requesting volunteers before each event.

Phone Calls

Students will not be allowed to receive phone calls while classes are in session, except in emergency situations. A message will be taken and given to the student during the next passing time between classes. Students are allowed to return phone calls only to their parents/guardians. Students are encouraged to only use the telephones before and after school and during their lunchtime. Students are only allowed to use the phone in the office.

Pictures/Video of Students

You are welcome to take pictures and videos of special events in your child's classroom; however, we ask that you respect the privacy of our students and staff. If you choose to make these pictures and/or videos public via social networking sites, e-mail, websites, etc., we ask that you only use pictures of your own child where other students are not identifiable. We appreciate your help in maintaining confidentiality of our student population.

Promotion/Retention of Students

The purpose of promotion and retention is to provide maximum consideration for the long-range welfare of the student and to provide an opportunity for each student to progress through school according to his/her own needs and abilities.

It is expected that most students in the schools will be promoted annually from one grade level to another upon completion of satisfactory work, however, a student may be retained when his/her standards of achievement or social, emotional, mental, or physical development would not allow satisfactory progress in the next higher grade. Retention normally occurs before the student leaves the primary grades. If a student is not making satisfactory progress, the principal and his/her teachers will meet to determine what actions need to be taken to help the student be successful. The team will make a plan of action to help the student reach their potential. The plan may include retention, summer tutoring, and/or mandatory tutoring after school during next school year until satisfactory progress is made and maintained at that level.

Parents/guardians who wish to appeal the decision for retention must first contact the building principal. If parents/guardians do not accept the decision at the building level, an appeal may be made in writing to the Superintendent. All appeals must be requested within two (2) weeks after the close of school. (see Board Policy 2520)

Publication and Distribution of Materials

Organizations or individuals who wish to have letters, messages, or communications of any type distributed by the school must receive prior approval from the administrative office before distributing. Solicitation of materials or sale of items on school property is prohibited between the hours of 7:30 a.m. and 3:15 p.m. without administrative approval.

Reading Success Plans

Early literacy education is critical to a student's long-term academic success. Therefore, it is important to identify students who have a substantial reading deficiency or are at risk for reading disabilities, such as dyslexia, as early as possible. Early identification allows educators to provide instructional support targeted to individual student needs, to monitor student progress and response to instruction over time, and to adjust instruction as needed.

In order to meet the requirements of SB 681(2022), Blair Oaks Elementary will:

- Develop a Reading Success Plan (RSP) for students needing support.

As a commitment to your students' success, we assess all students, K-5, using i-Ready three times a year. This evidence-based foundational reading assessment measures student skills in the areas of phonemic awareness, phonics, vocabulary, fluency, and comprehension. The data from these assessments are used to inform instruction, determine reading readiness, identify strengths and areas of growth, and determine if a RSP is required. AIMSweb Plus is the universal dyslexia screener that is used to determine if students are required to have an RSP. Parents will receive updates on their child's progress throughout the school year.

Release of Students

No student will be permitted to leave the school building during the day without official clearance from the office. Any individual who appears in the classroom to pick up a student will be referred to the office for consent prior to the teacher's release.

Students will not be released into the custody of anyone other than the parent, guardian, or person designated in writing by the parent or guardian. Students will not be released to walk to a designated pick-up location. Parents must pick up and sign out students from the office. In emergency situations, a phone call from the parent or guardian may be honored.

All verbal parental permissions will be documented and kept for a period of one year for future reference. Notes that are questionable or unsigned will be verified by a telephone call.

If a student is to go home with another student, parental permission is required. If your student needs to ride an alternate bus, or if you will be picking up your student early, you MUST please call the office by 10:00! A bus pass (or a copy of a note from a parent) will be issued if bus transportation is involved, and alternative bus transportation will be allowed if space is available on the bus. No sleeping bags, pillows, glass, or large objects may be transported on the bus due to space.

Student Searches

Board Policy 2150

School lockers and desks are the property of the Board of Education and are provided for the convenience of students, and as such, are subject to periodic inspection without notice, without student consent, and without a search warrant. The lockers and desks may be searched by school administrators or staff who have a reasonable suspicion that the lockers or desks contain drugs, alcohol, material of a disruptive nature, stolen properties, weapons, items posing a danger to the health or safety of students and school employees, or evidence of a violation of school policy. In addition, the Board of Education authorizes the use of trained dogs to sniff lockers or other school property to assist in the detection of the presence of drugs, explosives, and other contraband.

Students or student property may be searched based on reasonable suspicion of a violation of District rules, policy or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided or reasonable inference drawn from such facts or information. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses, if such witnesses are available. Students may be asked to empty pockets, remove jackets, coats, shoes and other articles of exterior clothing for examination if reasonable under the circumstances.

Tardy to School

Punctuality is important in the work field and at school also. Students who arrive after 8:00 a.m. are considered tardy. They must report to the office to sign in before going to their regular classroom. This assists the office in keeping accurate records of student attendance and lunch count. Parents will receive a letter from the school if students are excessively tardy (see "Attendance"). Perfect attendance is impacted when a student is tardy to school.

Title I Program

In order to meet its goal of providing appropriate educational opportunities for all students in the school district, the Board shall participate in the federal Title I Program.

The Board recognizes that when schools work together with families to support learning, children are inclined to succeed not just in school, but throughout life. It is the Board's intent to establish partnerships that will increase parental involvement and participation in promoting the social, emotional and academic growth of children.

The district will encourage Title I parents to be involved in supporting the education of their children in at least the following ways:

- Parents will be involved in the joint development of the Title I program plan and in the process of reviewing the implementation of the plan and suggesting improvements.
- The district will notify parents of the child's eligibility to participate in Title I services.
- The district will provide coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parental involvement.
- The district will build the schools' and parents' capacity for strong parental involvement.
- The district will support the coordination and integration of Title I parental involvement strategies with those of other programs that include parent involvement by meeting with appropriate program coordinators at least once each year to plan such coordination and integration of parent involvement activities.
- The district will conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy to determine whether there has been increased participation and whether there are barriers to greater participation, particularly by parents who are disabled, who have limited English proficiency, limited literacy, or are of any racial or ethnic minority background.
- The district will use evaluation findings in designing strategies for school improvement and in revising parental involvement policies and procedures at the district and building levels.

Parents Right to Know

Our district is required to inform you of certain information that you, according to Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

Upon your request, our District is required to provide to you in a timely manner, the following information:

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

In addition to the information that parents may request, districts must provide to each individual parent:

- Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and
- Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

Transportation

School Bus Rules and Regulations

The bus driver is in full charge of the bus and the students. The driver is responsible for the safety and conduct of the children while on the bus and shall report to the principal any act that would endanger the safety and welfare of the students.

1. The principal is responsible for student conduct, supervision of loading and unloading, and maintaining communication with the bus drivers concerning these activities.
2. Students shall not stand in the road while waiting for the bus.
3. Students shall be on time; the bus cannot wait for you.
4. Students must ride the bus to which they are assigned. Students must get approval from the principal to change buses.
5. Student misconduct in the following areas is expressly prohibited and shall be subject to disciplinary action:
 - ◆ Fighting or scuffling
 - ◆ Loud talking or profanity
 - ◆ Throwing trash on the floor
 - ◆ Marking or defacing the bus
 - ◆ Making remarks to people on the road or street
 - ◆ Failure to follow the driver's instructions
 - ◆ Trying to engage the driver in a conversation

- ◆ Being out of the seat while the bus is in motion
 - ◆ Smoking on the bus
 - ◆ Sticking heads or arms outside of the windows
 - ◆ Refusing to share a seat with another student
 - ◆ Bringing animals on the bus
 - ◆ Bringing firearms, explosives, or other dangerous objects on the bus
 - ◆ Any other dangerous or distracting action which would endanger the safety and welfare or infringe upon the rights of others.
6. Damage to the bus must be reported and guilty students will pay for damages.
 7. Students may be removed from the bus by the driver on route if their conduct is so extreme that he or she is endangering other students on the bus.
 8. Drivers, students, or parents should report any complaint involving transportation to the principal.
The bus driver will complete a form on students who do not comply with the rules. This form will then be submitted to the principal.
Penalties will be assessed according to the discipline code.

Consequences for general infractions

1. Verbal warning may be from driver or administrator. Parent contact depending on severity of infraction.
2. Formal warning, written notice and/or phone call to parents
3. 1 - 3 days suspension from all bus privileges
4. 3 - 5 days suspension from all bus privileges
5. 5 - 10 days suspension from bus privileges
6. Suspension from bus for semester
7. Suspension from bus for the school year
8. Restitution for damage to any bus property

Video Surveillance

Board Policy 2731

The health, welfare, and safety of all students and persons on school campuses are of paramount importance to the Blair Oaks R-II School District. To support these characteristics, the District may utilize surveillance cameras on school campuses. This is a part of the multifaceted approach to protecting the safety and security of students, staff, and property.

The surveillance camera does not replace the authority and responsibility of the school staff or school district administrative staff. A review of the stored data may be used as a basis for follow-up activities, such as retraining or discipline.

Surveillance cameras will be used to monitor student behavior and may be used as evidence in student disciplinary proceedings or in criminal cases. Such monitoring is to supplement and not replace written reports prepared by teachers and school administrators. Any images of students recorded by the surveillance camera are subject to the confidentiality accorded student records under applicable laws, Board policy, and administrative regulations. Video recordings will not be retained by the District unless they are the sole evidence in a student suspension case or unless the recordings are related to threatened or existing litigation. Video monitoring will not be based on characteristics of race, gender, ethnicity, sexual orientation, disability, or other classification.

Visitors and Volunteers

We take seriously our responsibility to create a safe and orderly atmosphere in which our students may best learn. **In order that we may provide a safe, orderly learning environment, we request that any individual (including parents) visiting the school, for any reason, report first to the main office for a visitor's pass.** An identification name tag will be provided and must be worn at all times. Upon leaving the building, report back to the office, check-out, and leave the badge.

If it should be necessary for a parent/guardian to speak with a teacher directly, the office staff will assist you in scheduling an appointment. Parents/Guardians wishing to visit a classroom should contact the principal.

Teachers using volunteers, with approval from the principal, must follow these guidelines:

1. The teacher is responsible for the class at all times.

2. The teacher must provide an orientation for the volunteer discussing mutually agreed upon tasks.
3. All volunteers must maintain confidential information.

In the event the agreement between the teacher and volunteer is not working out, the teacher will notify the principal immediately.

Weapons and Firearms in School

Board Policy 2620

The District recognizes firearm and weapon possession as a potential threat to the health, safety and security of students, employees, and other persons. The District will not tolerate the presence of firearms or weapons on the premises of our schools. This prohibition includes possession of firearms and weapons on school playgrounds, school parking lots, school buses, and at school activities, whether on or off school property. The District complies with the provisions of the Improving America's Schools Act of 1994 and other applicable federal and state law. 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. [This includes students and parents/community members on any school property, including parking lots, at any home or away event.]

A weapon shall be defined as any instrument or device customarily used for attack or defense against an opponent, adversary, or victim; or any instrument or device used to inflict physical injury or harm to another person. The Blair Oaks Board of Education, to comply with the Gun-Free Schools Act, will expel any student, who brings a gun to school, for not less than one calendar year. Any student expelled for bringing a gun to school will be referred to the criminal justice system or the juvenile delinquency system.

Violators of this policy may be referred to the appropriate legal authorities. In addition, any student who violates this policy will be subject to suspension and/or expulsion from school as provided for in the school's discipline policy. An exception to this policy is that the district's chief administrative officer may modify the expulsion requirement on a case-by-case basis for all students and/or to comply with the discipline of students with disabilities in accordance with the requirements of Part B of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act.

Written Communication

Periodically notes, newsletters, etc. are sent home with students. Parents should expect their students to deliver communications. If additional copies are needed for separated parents, you may provide addresses and request them (annually). It is the parents' responsibility to provide us mailing addresses. Please be patient with these requests.

Note: To the extent that the policy listed in this handbook does not be aligned with the current Board policy or amended policies, the Board policy will always take precedence.

NOTICE OF NONDISCRIMINATION

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with the Blair Oaks R-II School District ("School District") are hereby notified that the School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. In addition, the School District provides equal access to the Boy Scouts of America and other designated youth groups.

Any person having inquiries concerning the School District's compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act, Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans with Disabilities Act of 1990 (ADA) or the Boy Scouts of America Equal Access Act, is directed to the respective Compliance Coordinator listed below, who oversees the School District's efforts to comply with the laws and regulations implementing the laws and regulations cited above.

The School District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The School District's Compliance Coordinator will provide information regarding those procedures upon request.

Any person who is unable to resolve a problem or grievance arising under any of the laws and regulations cited above may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114; telephone (816) 268-0550.

COMPLIANCE COORDINATOR

Superintendent of Schools
Blair Oaks R-II School District
6124 Falcon Lane
Jefferson City, MO 65101
573-636-2020

GRIEVANCES

DUE PROCESS

Students or their parents have the right to express their side of any incident in which they are involved. If the student and/or parents are dissatisfied with any decision, he/she has the right to appeal through the following channels.

This appeal should be in writing and within ten (10) school days of the incident.

- Step 1: Principal
- Step 2: Superintendent
- Step 3: Board of Education

The principal and superintendent shall respond within ten (10) days of receipt of the written appeal. The board shall address an appeal at the next regularly scheduled board meeting.

In the event that a student's behavior warrants punishment as outlined by the school behavior code, the parent shall be notified and allowed the opportunity to voice their opinion on the punishment. The final decision for punishment to be administered is the principal's responsibility. In the event a parent cannot be contacted, the principal will take action and notify the parent as soon as possible thereafter.

GRIEVANCE PROCEDURE

Students, parents of students, or employees have the right to file a formal complaint alleging noncompliance with regulations outlined in Title VI of the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. (This procedure will also be applied to claims of violations of school policies and procedures.)

Level One –

Principal or Immediate Supervisor (Informal/Optional; may be bypassed by the grievance) - Employees with a grievance of discrimination on the basis of sex, race, national origin, or disability should first ***discuss it with their principal or immediate supervisor, with the objective of resolving the matter informally.*** A student or parent with a complaint of any type discrimination on the basis of sex, race, national origin, or disability should discuss it with the teacher, counselor, or administrator involved.

Level Two –

Title IX and Section 504 Coordinator(s) - If the grievance is not resolved at Level One and the grievants wish to pursue the grievance, they may formalize it by filing a ***written complaint on a Compliance Violation Form, which may be obtained from the Title IX and Section 504 Coordinator.***

The complaint shall state the nature of the grievance and remedy requested. The filing of the formal, written complaint at Level Two must be within fifteen (15) working days from the date of the event giving rise to the grievance or from the date the grievant could reasonably become aware of such occurrence. Complaints must be in writing; must be signed by the complainant; and must include facts, including documentary evidence that supports the complaint and the specific requirement, statute, or regulation alleged to have been violated. The grievants may request that a meeting concerning the complaint be held with the Title IX and Section 504 Coordinator. A minor student may be accompanied at the meeting by a parent or guardian. The Title IX and Section 504 Coordinator shall investigate the complaint and attempt to resolve it. A written report from the Compliance Officer regarding action taken will be sent within fifteen (15) working days after receipt of the complaint.

Level Three –

Board of Education - If the complaint is not resolved at Level Two, the grievants may proceed to Level Three by presenting a ***written appeal to the President of the Board of Education within ten (10) working days after the grievants receive the report from the superintendent.*** The grievants may request a meeting with the Board of Education. The board has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Board of Education at their next regularly scheduled meeting. The grievant will be notified in writing of their decision within ten (10) working days after the Board of Education action.

This procedure in no way denies the right of the grievants to file formal complaints with the Human Rights Commission, the Office of Civil Rights, or other agencies available for mediation or rectification of rights grievances, or to seek private counsel for complaints alleging discrimination.

TITLE IX

Tara Bishop
Elementary Principal
Blair Oaks R-II School District
6124 Falcon Lane
Jefferson City, MO 65101
573-636-2020

SECTION 504 COORDINATOR

Ginny Gilbert
Special Education Director
Blair Oaks R-II School District
6124 Falcon Lane
Jefferson City, MO 65101
573-636-2020

COMMITMENT TO COMPLIANCE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (“ADA”), the Blair Oaks R-II School District (“School District”) does not discriminate on the basis of disability against qualified individuals with a disability with respect to the School District’s services, programs or activities.

Employment: The School District does not discriminate on the basis of disability in its hiring or employment practices. The School District complies with the federal regulations under Title I of the ADA (which governs the application of the ADA in the hiring and employment setting).

Effective Communication: The School District will comply with the ADA with respect to providing auxiliary aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in School District programs, services, and activities. These aids and services are designed to make information and communications accessible to people who have impairments, in areas such as speech, hearing, and vision. The School District will not place a surcharge on a qualified individual with a disability, or any group of qualified individuals with disabilities, to cover the cost of providing auxiliary aids/services or reasonable modifications of policy (for example, retrieving items from locations that are open to the public but inaccessible to users of wheelchairs).

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a service, program, or activity of the School District should contact the respective Compliance Coordinator, whose contact information is listed below. Such contact should be made as soon as possible, but not later than 48 hours before the scheduled event (and, preferably, at least five (5) business days before the event).

Modifications to Policies and Procedures: The School District will make reasonable modifications to policies and programs to ensure that qualified individuals with disabilities have an equal opportunity to enjoy its services, programs and activities.

The ADA does not require the School District to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.

Complaints that a School District service, program, or activity is not accessible to persons with a disability may be directed to the Compliance Coordinator below. In addition, as stated in the School District’s Notice of Nondiscrimination, a person who is unable to resolve a problem or grievance arising under Title II of the ADA may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114; telephone (816) 268-0550.

COMPLIANCE COORDINATOR

Ben Meldrum
Superintendent of Schools
Blair Oaks R-II School District
6124 Falcon Lane
Jefferson City, MO 65101
573-636-2020

PUBLIC NOTICE OF CHILD FIND

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 Blair Oaks R-II 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 Blair Oaks R-II 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 Blair Oaks R-II 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 as it relates to the subjects addressed in this Notice.

The Blair Oaks R-II 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 District Office, 6124 Falcon Lane, Jefferson City, MO 65101, during normal business hours.

This notice will be provided in native languages as appropriate.

FERPA NOTICE

The Blair Oaks R-II School District complies fully with the Family Educational Rights and Privacy Act ("FERPA"), which affords parents/guardians ("parents") and students who are at least age 18 ("eligible students") the following rights:

RIGHT TO INSPECT: Parents or eligible students have the right to inspect and review the student's "educational records," as that term is defined under FERPA, within 45 days of the date upon which the District receives a request for access. Parents or eligible students should submit to the Superintendent a written request identifying the records that are to be inspected/reviewed.

RIGHT TO PREVENT DISCLOSURE: Parents or eligible students have the right to prevent disclosure of educational records to third parties with certain limited exceptions. The District will attempt to limit the disclosure of information contained in educational records to those instances when prior written consent has been given for the disclosure. However, upon request, the District will disclose information to officials of other schools in which a student seeks or intends to enroll. The District may also disclose information under the provisions of FERPA that allow disclosure without prior written consent, as well as directory information (unless you have refused to permit such disclosure of directory information), in accordance with FERPA regulations. The District will disclose educational records to school officials who have a legitimate educational interest in the records. Officials include those persons employed by the District, whether paid or unpaid, as an administrator, supervisor, instructor, or support staff member, including health or medical staff; persons retained by or under contract to the District to perform a special task, such as an attorney, auditor, off-site ; or persons who are employed by the District's law enforcement unit. School officials have a legitimate educational interest if the officials are: performing a task related to a student's education; performing a task related to the discipline of a student; providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid; or maintaining the safety and security of the campus.

DESIGNATION OF DIRECTORY INFORMATION: The District has designated certain information contained in the educational records of its students as directory information for purposes of FERPA. The District considers the following to be directory information: Student's name, parent's name, address, telephone number, date and place of birth, grade level, bus assignment, enrollment status, participation in school-based activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors, awards received, artwork or coursework displayed by the district, most recent previous school attended, and photographs, videotapes, digital images, and recorded sound unless such photographs, videotapes, digital images, and recorded sound are deemed by the District to be part of the student's "educational record" because they arise out of an academic or disciplinary context.

The District may disclose directory information for any purpose in its discretion without the consent of a parent of a student or an eligible student. Parents of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as directory information. In that case, the information will not be disclosed except with the consent of a parent or student, or as otherwise allowed by FERPA. Any parent or eligible student refusing to have any or all of the designated directory information disclosed must file written notification to this effect with the Superintendent. In the event a notification of refusal is not filed, the District assumes that neither a parent of a student or an eligible student objects to the release of the directory information designated.

MILITARY RECRUITER ACCESS/STUDENT RECRUITING INFORMATION: Upon request of military recruiters, the District is required by law to provide access to secondary students' names, addresses, and telephone listings. The District is also required to provide military recruiters with the same access to secondary school students as is provided generally to post secondary educational institutions or to prospective employers. However, any secondary student or parent of a secondary student may request that the student's name, address, and telephone listing not be released without prior written consent of the parent. Requests that a student's name, address, and telephone listing not be released to military recruiters must be submitted, in writing, to the High School Principal,

RIGHT TO REQUEST AMENDMENT: Parents or eligible students have the right to request that the District correct any parts of an educational record believed to be inaccurate, misleading or otherwise in violation of their rights. A Parent or eligible student must submit the request to the Superintendent and must identify, in writing, the part of the record sought to be corrected and specify why it is inaccurate/misleading. If the District decides not to amend the record, it will notify the parents or eligible student and provide information on the right to a hearing to present evidence that the record should be changed.

RIGHT TO COMPLAIN TO FERPA OFFICE: Parents or eligible students have the right to file an external complaint regarding the District's implementation of FERPA, and such complaint may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202.

SPECIAL SERVICES PUBLIC NOTICE

All public schools are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial schools, beginning on the child's third birthday through age twenty (20), regardless of the child's disability. The public school assures that to comply with the full educational opportunity goal, services for students three (3) through twenty-one (21) will be fully implemented by 1999. Disabilities include: learning disabilities, mental retardation, behavior disorder/emotional disturbance, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physically/other health impaired, multiple disabilities, deaf/blind, autism, early childhood special education, and traumatic brain injury.

The public school 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's First Steps Program.

All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the district relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. Parents have the right to file complaints with the US 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). You may contact your local district, if you wish to review the requirements provided in FERPA.

The public school has developed a Local Compliance Plan for implementation of Special Education and the Plan is available for public review during regular school hours on days school is in session in the Office of the Superintendent of Schools. The Local Compliance Plan is a written narrative which describes the district's plan for compliance with the requirements for identifying and serving all students with disabilities. Included in this plan are the policies and procedures which the district must follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information. The plan also describes the assurances that services are provided in compliance with the requirement of 34 CFR 76.301 of the General Education Provision Act.

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty (20) who reside in the district or whose parent/legal guardian resides in the district. This census is compiled as of May 1 each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child, parent/legal guardian's name/address; birth date and age of each child; and each child's disability or suspected disability. Should the district fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact the school district.

This notice can be provided in languages such as Chinese, Spanish, Arabic, and Vietnamese or any other language as may be necessary.

PROTECTION OF PUPIL RIGHTS AMENDMENT NOTICE

The federal Protection of Pupil Rights Amendment ("PPRA") affords parents certain rights regarding a school district's initiation of certain federally funded surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education: Political affiliations or beliefs of the student or student's parent; Mental or psychological problems of the student or student's family; Sex behavior or attitudes; Illegal, anti-social, self-incriminating, or demeaning behavior; Critical appraisals of others with whom respondents have close family relationships; Legally recognized privileged relationships, such as with lawyers, doctors, or ministers; Religious practices, affiliations, or beliefs of the student or parents; or Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of: any other protected information survey, regardless of funding; any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the District or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use: Protected information surveys of students; Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law. The District has adopted policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

The District will notify parents of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement: Collection, disclosure, or use of personal information for marketing, sales or other distribution; Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education; Any non-emergency, invasive physical examination or screening as described above. Individuals who believe their rights under the PPRA have been violated may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920.

STUDENTS

**Policy 2130
(Regulation 2130)
(Form 2130)**

Nondiscrimination and Student Rights

Harassment

The District is committed to maintaining an educational and workplace environment that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. The District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service.

In its programs and activities, the District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, disability, age, genetic information, or any other characteristic protected by law and as required by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990, and state law. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups. Further, no person shall be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination based on the above listed characteristics under a school nutrition program for which the District receives federal financial assistance from the U.S. Department of Agriculture (USDA Food and Nutrition Service).

This Policy governs the District's compliance with the laws identified above, outside of Title IX. The following person is designated and authorized as the District's Compliance Officer to coordinate compliance with the laws identified above (outside of Title IX), including to handle inquiries or complaints regarding the District's non-discrimination policies:

*Ben Meldrum
Superintendent of Schools
6209 Route B
Jefferson City, MO 65101
573-636-2020
bmeldrum@blairoaks.org*

A complaint by students, employees, parents, and patrons of the District alleging harassment, discrimination, or related retaliation based on a protected classification under the laws identified above (outside of Title IX) should be filed in accordance with the procedures outlined in Regulation 1300. A complaint regarding sexual harassment or related retaliation of a student or employee under Title IX and that is alleged to have occurred on or after August 14, 2020, should be filed in accordance with the procedures outlined in Regulation 1301. A complaint regarding the identification, evaluation, educational program, or placement of a child with a disability under Section 504 should be filed in accordance with the procedures outlined in Regulation 2110.

Missouri Department of Elementary & Secondary Education

Every Student Succeeds Act of 2015 (ESSA)

COMPLAINT PROCEDURES

This guide explains how to file a complaint about any of the programs¹ that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)².

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
General Information 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed?	
Complaints filed with LEA 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)?	Complaints filed with the Department 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to private school children handled differently?
Appeals 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)?	

1. What is a complaint?

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

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

Revised 4/17

² In compliance with ESSA Title VII - Part C. Sec. 8304(a)(3)(C)

Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.

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

Complaints filed with the LEA are to be investigated and attempted to be resolved according to locally

developed and adopted procedures.

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

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

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 fifty 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 forty-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 ten days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, and/or telephone call(s).
6. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

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

If the complaint is an LEA is not providing equitable services for private school children, in addition to the procedures listed in number 7 above, the complaint will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals

to the United States Department of Education must be filed no longer than thirty days following the Departments' resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. An independent on-site investigation may be conducted if the Department determines that it is necessary. The investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be

implemented within fifteen days of the decision being delivered to the LEA.

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

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