

De Soto High School Student Handbook 2018-2019



DeSoto High School
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DeSoto, MO 63020

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Toll Free: 1-877-586-1040

A+ Office: (636) 586-1066

Athletics/Activities Office: (636) 586-1058

Counseling Center: (636) 586-1060

Student Services: (636) 586-1056

Attendance Answering Service: (636) 586-1053

To ensure learning, growth, and success for all students in a safe environment.

Contact Information

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Board of Education Members

Mr. Jeffrey Russell

Rev. Gene Moses

Mrs. Beverly Wilson

Mrs. Lori McKee

Mrs. Tarrole Milfeld

Mr. Mark Ferrell

Ms. Pamela Midgett

DeSoto High School

Bell Schedule

Full Day

1st Hour: 7:38-8:28
2nd Hour: 8:33-9:23
3rd Hour: 9:28-10:18
4th Hour: 10:23-11:13
5th Hour: 11:18-12:45

Lunch Schedule:

1st Lunch: 11:13-11:36
2nd Lunch: 11:36-11:59
3rd Lunch: 11:59-12:22
4th Lunch: 12:22-12:45

6th Hour: 12:50-1:40

7th Hour: 1:45-2:35

Early Release Day

1st Hour: 7:38-8:10
2nd Hour: 8:15-8:45
3rd Hour: 8:50-9:20
4th Hour: 9:25-9:55
5th Hour: 10:00-10:30

***No lunch will be served on early release days.**

6th Hour: 10:35-11:05

7th Hour: 11:10-11:40

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Mission Statement

The mission of the De Soto 73 School District is to ensure learning, growth, and success for all students in a safe environment.

Nondiscrimination Policy

The District is committed to maintaining a workplace and educational 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 accordance with law, the District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law in its programs and activities. 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).

Harassment or discrimination because of an individual's race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law is prohibited in this District. The District also prohibits retaliation against a person who files a complaint of discrimination or harassment or participates in an investigation of allegations of harassment or discrimination.

The District has designated the Compliance Officer with the responsibility to identify, prevent, and remedy unlawful discrimination and harassment in the District. The Compliance Officer is in charge of assuring District compliance with this Policy and Regulation, Title IX of the Education Amendments of 1972; Title VII of the Civil Rights Act

of 1964; Section 504 of the Rehabilitation Act of 1973; as well as other state and federal nondiscrimination laws.

Name: De Soto Human Resources Dept.
Address: 610 Vineland School Rd., De Soto MO 63020
Telephone Number: 636-586-1000

De Soto School District Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that De Soto School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, De Soto School District may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow De Soto School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses, and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.*

If you do not want De Soto School District to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by the end of the first week of September each school year. De Soto School District has designated the following information as directory information:

- Student's name
- Date of birth
- Participation in officially recognized activities and sports
- Weight and height of athletic teams

- Photograph
- Degrees, honors, and awards received
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

*These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

Student Image Permission

During the school year, your child's image/photograph or work may be included in a classroom or school project that could be used in one of the following ways:

- Used as a demonstration project/activity in education workshops, classes, or conferences.
- Used as a sample project/activity on CDs created by De Soto Public Schools for use in education workshops and student classrooms.
- Posted on the school or DSHS/DJHS web pages on the internet.
- Submitted as samples to program publishers or as contest entries to sponsors.
- Appear on videotape made during a student presentation of their project, or in broadcasts or videotapes demonstrating computer multimedia in general.
- Videotaped to appear in a school-related program or news broadcast to be used by a local television station or school/county project.
- Used in a printed publication such as a newspaper, magazine, or yearbook.

Your child's name or address WILL NOT be included with your child's picture when publishing on the web.

There is no monetary compensation for the use of the work, but it will help many teachers get more use out of the computers, and show other students a good example of what can be. Please sign the release form that follows if you choose to keep your child's information from being used as described above and return this sheet to your child's school.

Student Image Permission Release Form

_____ I/We DO NOT give permission for _____'s image/photograph, or school work to be used as described in the handbook.

Parent/Guardian Name:

Parent/Guardian Signature: _____

Address: _____ Phone: _____

City, State, Zip Code: _____ Date: _____

Phone Number: _____

Notification of Rights Under FERPA For Elementary and Secondary Schools

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

The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the building principal or the district's Director of Guidance, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her

professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by De Soto School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

De Soto School District Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of 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 (ED) -
 - a. Political affiliations or beliefs of the student or student’s parents;
 - b. Mental or psychological problems of the student or student’s family;
 - c. Sex behavior or attitudes;
 - d. Illegal, anti-social, self-incriminating, or demeaning behavior;
 - e. Critical appraisals of others with whom respondents have close family relationships;
 - f. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 - g. Religious practices, affiliations, or beliefs of the student or parents; or
 - h. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of* -
 - a. Any other protected information survey, regardless of funding;
 - b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school 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
 - c. 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 -
 - a. Protected information surveys of students;
 - b. Instruments used to collect personal information from students for any of the above marketing sales, or other distribution purposes; and
 - c. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

De Soto School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. De Soto School District will notify parents and eligible students of these policies at least annually during each school year and after any substantive changes. De Soto School 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. De Soto School 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 are 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 ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

EVERY STUDENT SUCCEEDS ACT (ESSA) 2015 (Formerly NCLB - No Child Left Behind Act 2002, 2010)

Our district is required to inform you of certain information that you, according to the Every Student Succeeds Act 2015, 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 and academic growth of their student in each of the state academic assessments as required under this part; and
- Timely notice that their student has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

For additional information contact Dr. Dow, Assistant Superintendent, De Soto School District, 610 Vineland School Rd., Desoto, MO 63020, (636) 586-1000.

DE SOTO SCHOOL DISTRICT COMPLAINT RESOLUTION PROCEDURE FOR “EVERY STUDENT SUCCEEDS ACT” PROGRAMS

This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the Every Student Succeeds Act.

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplies, or misinterpreted by school district personnel or by Department of Education personnel. Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the department may file a complaint. The complaint must provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

Such a complaint must be in writing, signed, and filed with the De Soto School District Superintendent's office. The superintendent shall cause a review of the written complaint to be conducted and a written response to be mailed to the complainant within ten working days after receipt of the written complaint. A copy of the written complaint and the superintendent's response shall be provided to each member of the Board of Education. If the complainant is not satisfied with the response, he or she may submit a written appeal to the board indicating the nature of the disagreement with the response and his/her reasons underlying such disagreement (Regulation 1621 - De Soto School District Policy Manual). The board shall consider the appeal at its regularly scheduled board meeting following receipt of the response. The board shall permit the complainant to address the board in public or closed session, as appropriate and lawful, concerning his/her complaint with its written decision in this matter as expeditiously as possible following completion of the hearing.

If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education within fifteen working days following receipt of the written decision from the board. The department will initiate an investigation and issue notice of the findings to the board and the complainant. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the department may require the parties to do so and may provide technical assistance to facilitate such resolution.

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

Anyone wishing more information about this procedure or how complaints are resolved may contact Dr. Dow, Assistant Superintendent, De Soto School District, 610 Vineland School Rd., Desoto, MO 63020, (636) 586-1000.

PUBLIC NOTICE

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, highly mobile children, such as migrant and homeless children, 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 De Soto 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, 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 De Soto 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 De Soto School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/Guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The De Soto 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 De Soto School District, Special Education Office, from 9:00 a.m. - 3:00 p.m., Monday through Friday, when school is in session.

This notice will be provided in native languages as appropriate.

Debbie Killingsworth
De Soto School District
610 Vineland School Rd.
De Soto, MO 63020
(636) 586-1000

Section 504:

The De Soto School District, as a recipient of federal financial assistance from the United States Department of Education and operates a public elementary or secondary education program and/or activity, is required to undertake to identify and locate every qualified person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parents or guardians of the district's duty.

The De Soto School District assures that it will provide a free appropriate public education (FAPE) to each qualified disabled person in the district's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 for the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related aids and services that (1) are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and (2) are based on adherence to procedures that satisfy the requirements of the 504 federal regulations.

The De Soto School District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitations Act, Subpart D. This Procedures Manual may be reviewed at De Soto School District Administration Office by contacting the Section 504 Compliance Coordinator, Debbie Killingsworth, Director of Special Education, DeSoto School District, 610 Vineland School Road, DeSoto, MO 63020.

This notice will be provided in native languages as appropriate.

Students Policy 2640, Discipline

Student Use of Tobacco, Alcohol and Drugs, and Smoking

The Board of Education believes that smoking and the use of any tobacco product is detrimental to the health and well-being of staff and students. Therefore, the board prohibits the use, sale, transfer, and possession of tobacco products at school and school activities.

Alcohol and Drug Use

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 are prohibited and are subject to disciplinary action as set forth in Regulation 2610 - Behavioral Expectations.

Students Policy 2641, Discipline

Drug-Free Schools

Pursuant to requirements of the 1989 amendments of the Drug-Free Schools and Communities Act and to the requirements of the Safe Schools Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, the district shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs to all students from early childhood level through grade twelve (12). (See also Policy 6130 - Drug Education.) Such programs will address the legal, social and health consequences of drug and alcohol use, and provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

The district shall provide information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. Students may be required to participate in such programs in order to avoid suspension or expulsion if they are found to be in violation of this policy. All parents/guardians and students shall annually be provided with a copy of this policy.

The district certifies that it has adopted and implemented the drug prevention program described in this policy in the form required by the Department of Elementary and Secondary Education or the United States Department of Education. The district conducts a biennial review of such program to determine its effectiveness, to implement necessary changes and to ensure that the disciplinary sanctions are consistently enforced.

Student access to the Internet is necessary for many of the educational programs that are part of the district's curriculum. The Internet offers extensive, diverse and unique resources to both teachers and students. We believe in the educational value of electronic services to support curriculum and student learning. Unless specifically requested by the student's parent and/or guardian all students will have access to the district's computer systems, Internet, and school issued Chromebook.

The De Soto School District is in full compliance with the **Children's Internet Protection Act (CIPA)** which became law on December 21, 2000. However the internet also includes material that is not of educational value in the context of a school setting. There is information which may be judged inaccurate, abusive, profane, sexually orientated, hate-based, or illegal. De Soto School District does not condone or permit the use of this material. It is the joint responsibility of school personnel and the parent or guardian of each student to educate the student about his or her responsibility when using the Internet. One of our school goals is to support students in responsible use of the Internet and computers in general. Most student use will be under teacher supervision and will generally be for specific class work and/or projects. However, students may access the Internet without direct supervision outside of normal school hours.

Online activities that are not permitted:

- Searching for, viewing or retrieving content that is sexually explicit, profane, violent, abusive, or illegal in any way, is prohibited. (If a student accidentally accesses such materials they must inform the teacher and leave the site immediately).
- Students may not access or join social networking sites (SnapChat, Instagram, Twitter, Facebook, etc...)
- Students are prohibited from sending emails containing threats, profanity, ssexual references, insults, harassment or obscene language.
- Students must not share personal information, such as user ID, passwords, home address or phone numbers with other students or electronic contacts.
- Students are not permitted to play games or use other interactive sites during normal school hours unless specifically assigned by a teacher. Recreational use before and after school may be permitted in supervised areas.
- Students are responsible to insure that no damage is done to computers, mice, printers, headphones, Chromebooks, or other accessories.
- Students may not trespass in others' electronic storage areas that reside on the district's computer network.
- Students may not copy, save, or distribute copyrighted material.
- Students may not download video or audio (MP3) files for personal use onto district computer equipment.
- Student may not use the Internet to subscribe to services or purchase products.
- Students may not participate in any activity that violates school rules or a local, state, or federal law.
- Students may not access anonymous proxy sites whose purpose is to circumvent the filtering required for compliance with the *Child Internet Protection Act*.

A student's use of a school supplied computer account and Chromebook constitutes an acceptance of the above policy and makes them liable for any infraction of the rules listed above.

Sanctions:

1. Violations may result in a loss of access to the school's computers, confiscation of the Chromebook, and/or the district's computer network.

2. Additional disciplinary action may be determined in line with existing school rules regarding inappropriate language and/or behavior.

If you do not want your student to have the use of school supplied computers, please complete and return an "Internet Denial Request."

Chromebook Insurance

All De Soto High School parents have the option to purchase Chromebook insurance. This insurance will cost \$20 per student (no more than \$40 per family). Insurance will cover repair and replacement costs of any damage not listed in the exclusions section of the insurance agreement. There will be a \$10 copay for each claim (unless waiver). Claims cannot be made within the first 30 calendar days from the date of purchase unless purchased the day the Chromebook is issued. The insurance purchase date begins on the day that payment is received. Coverage will continue year-to-year if no claims are made; however, insurance will have to be purchased again the following year.

Insurance forms are available in the High School office or at the following website:

http://desoto73shs.ss7.sharpschool.com/departments/LRC/chromebook_information_center

De Soto Public Schools
Secondary School Internet Denial Request
2017-2018 Parental Request to Deny Student Computer Access

Please complete this form if you wish to deny your child access to the Internet. Return form to your child's building.

Student's Full Name (please print):

I understand that this internet access is designed for educational purposes. However, the student named above should be denied use of the resources. I have discussed this request with the student and believe he or she has an understanding of it. I also recognize that it is impossible for DeSoto School District to restrict access to all controversial materials, and I will not hold them responsible for student infraction of this request.

Parent/Guardian Name (please print):

Date:

Parent/Guardian Signature:

I have discussed the request for denial of internet access with the parent or guardian listed above and I understand why the internet is not available to me at school. I know that if I do not follow this request, i may be subjected to school disciplinary action.

Student Signature:

Date:

Notes on Grade Reporting

In the DeSoto School District, we view grades as a method of communication for students, parents, teachers, and administrators to have a conversation about learning progress.

District Policy 6450 outlines assignment of grades (also see Regulation 6450). It reads, “Student performance is assessed on a continual basis throughout the school year. This evaluation assesses student growth in expression of ideas, communication, achievement of educational goals, and personal growth and development. Grades will be assigned based upon student ability, achievement, effort and cooperation.”

In order to communicate this continual progress toward mastery of our grade-level learning standards, teachers calculate grades using two categories: formative and summative assignments/assessments. *Formative* grades mean that a teacher will still be teaching this material, and they’d like to check in on a student’s learning to see if the lesson plans need to be adjusted. These types of assignments count for 20% of a student’s grade. *Summative* means that at this time, a teacher would like to communicate a level of mastery for a student, and most likely, the lesson plans will move onto a new concept. Because a grade should communicate what a student has learned, and summative grades are typically taken at the conclusion of the study of new materials, the majority of the course grade (80%) is composed of summative grades.

The key to understanding the difference between the two is to understand the *purpose* and *use* of the grade. When teachers determine which category to assign the work to, they ask themselves:

- Why am I assigning this? What is the purpose?
- How do I intend to use it?
- Is it to see where my students are while in the middle of a unit, so I can adjust my instruction before it’s time for the test at the end?
- Is it to see what my students learned before we move onto another unit?
- Does this grade demonstrate a student’s final level of mastery of this concept, or is there still more learning to come before that final grade is taken?

Because teachers know their intention when assigning work, it is difficult to create one master list of what counts for formative grades and what counts for summative grades. Below are some examples of what *might* constitute a formative or summative grade:

*this list is not all inclusive or exclusive--please remember that categorization depends on *intent*

FORMATIVE (20%)	SUMMATIVE (80%)
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<ul style="list-style-type: none"> • Worksheets • In-class discussion participation • Exit cards • Short quizzes • Quick writes 	<ul style="list-style-type: none"> • A paper-pencil chapter/unit test • Large presentations • Essays/Research projects • Final exams • Labs
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De Soto High School Graduation Requirements

Graduation Requirements	Number of Credits	College Prep Diploma	Number of Credits
Science	3	Physics 1st, General Chemistry/Adv. Chemistry, Biology	3
Social Studies	3	World History, American History/Adv. American History, American Gov't.	3
Math*	3	Must successfully complete Trig or College Algebra	3
Communication Arts	4	9th English/Adv. 9th English, 10th English/Adv. 10th English, 11th English/Adv. 11th English, College Prep Eng./College Comp.	4
Foreign Language	_____	Must be in the same language	2
Practical Art	1		1
Fine Art	1		1
Physical Education	1		1
Health	1/2		1/2
ACT Prep**	_____		1/2
Electives	7 1/2		5
Total	24		24

*All students must pass a full credit of Algebra I in order to graduate. This is the minimum math requirement for graduation.

**Waived with a composite score of 24 or higher on the ACT

In order to be eligible for academic awards such as: Valedictorian, Salutatorian, Top 10%, 3.5 banquet, etc..., a student must successfully complete (with a grade of B or higher) at least two advanced classes.

Additional Requirements for College Prep Diploma:

1. GPA of 3.2 or higher
2. 22 ACT Score
3. Valedictorian and Salutatorian must complete College Prep Diploma

The state of Missouri requires that a student pass tests on the Missouri and United States Constitutions before a student can graduate. These tests are administered as part of the American Government classes. Only those students who have completed all requirements for graduation and have paid all fines, fees, etc... are allowed to participate in commencement.

Class Rankings

In the interest of encouraging and recognizing outstanding academic achievement, a valedictorian and salutatorian will be selected for each high school graduating class. When one or more students are tied for the highest grade point average on the 4.0 scale, the following procedures will be used to determine class rank:

- All grades for classes taken in the first two years of high school will be calculated on an eleven point scale where an A = 11, and A- = 10, a B+ = 9, B = 8, etc...
- The valedictorian will be the student with the highest grade point average as computed at the end of eight semesters of high school work.
- The salutatorian will be the student with the second highest grade point average as computed at the end of eight semesters of high school work.
- In case of a tie for valedictorian, co-valedictorians will be honored.
- In case of a tie for salutatorian, co-salutatorians will be honored.
- In case of a tie for valedictorian, no salutatorian will be honored.
- To be eligible for valedictorian or salutatorian honors, a student must be enrolled within the district prior to and continuously following the tenth school day of the student's junior year.
- In order to be considered for valedictorian or salutatorian honors, a student must complete requirements for a college preparatory studies certificate and must complete three units designated as college preparatory classes during the senior year.

General School Regulations

Bus Service

Busses will run promptly on schedule. The driver will tell students the time of departure and arrival. It is the responsibility of the student to meet the bus. Bus drivers have the same authority and exercise the same privileges working with the students as the teachers while the students are being transported to and from school. Students riding a bus other than their assigned bus must have proper authorization from the office.

Bus Policy

All students must have a note from each student's parents stating that one student has permission to ride the bus with another student. Permission over the phone will not supplant written permission. When it involves students of the opposite sex, the parents will need to write a note as well as call the office.

Cafeteria

School lunches are served in the cafeteria each day. This is a Class A government approved lunch. A variety of menu choices are available in the cafeteria during the regular lunch hour. Students are not to take trays or plates from the cafeteria. Students are not to take food or drinks from the cafeteria. Students are to remain in the cafeteria during lunch .

Field Trips

Students are encouraged to attend field trips with their classes or organizations. Such trips provided by the school are a privilege; however, denial of attendance on such trips may be made by classroom teachers if a student is failing a class. While on a field trip, students are subject to all school rules and MSHSAA guidelines.

Hall Passes

Students must have a hall pass book when outside of class other than the five (5) minutes allowed for passing between classes. Students may not be out of class without a hall pass book signed by their teacher. Senior high students are not to be on the junior high campus (grounds or buildings) without permission/pass from the office. Students who are in the hall without the hall pass book will be sent back to class.

Leaving School Grounds

Students may not leave school grounds unless they come to the office and sign out with a call from a parent or guardian. Students who do not follow this procedure will be considered truant and disciplinary action will be taken.

Lockers

Lockers are provided for the storage of books and equipment. The locker becomes the student's responsibility but does not become the student's personal possession; therefore, the locker may be searched by school officials. Lockers may be searched periodically during the year by search dogs. Defacing the locker may result in the loss of locker use. Students may not exchange lockers without permission from the office. Students should not put stickers or pictures on the outside or inside of the locker. Locks are issued to every student; combinations should not be shared with others and lockers should be locked at all times.

Lost and Found

There is a 'lost and found' center located outside of the main office. Items not claimed within a month will be given away to charitable agencies. To guard against loss, do not bring items of value to school, label all possessions, and keep lockers locked. Students, not the school, are responsible for personal property.

Parking

Students will be required to purchase a parking permit tag for \$15 and will be required to park in their assigned spots with will be numbered to match their parking tag. If students do not park in their assigned spots, they will be subject to discipline which could result in parking privileges being revoked. Students who park their automobiles on the school parking lots without a parking permit will be subject to discipline.

Students are not to be on the parking lots during school hours without permission from the office (see leaving school grounds). Any vehicle parked on the school property is open to search in order to protect students, staff, and visitors while maintaining order and discipline.

As soon as students park their vehicles, regardless of where it is parked, they are to leave the automobile and come to the building.

Students Owning Monies or Fees

Any monies owed by the student must be paid for before report cards are issued at the end of the school year, enrollment is permitted the following year, or transcripts forwarded to receiving schools.

Substitute Teachers

Substitute teachers are an important part of our school system. They are part of the high school staff when they are employed on a daily basis. Students' conduct in their presence should be as good or better than their conduct when the regular teacher is present. They are to be given the utmost respect and cooperation.

Telephones

The office telephone is a business phone and should be used by pupils for emergencies only. Messages and deliveries from home should be left in the office. Students will be called out of class only in an emergency. Cell phones may not be visible or in use during class time. Cell phones and electronic devices may be used in the cafeteria during lunch and in the hallways during passing time.

Textbook and Equipment

Students are responsible for the care of textbooks and all school equipment. A fine will be charged for lost or misused books or damaged Chromebooks (see Chromebook policy).

Dress Code

In accordance with Missouri law and the discretionary power granted to the school districts under Missouri law, the policy of the De Soto School District 73 is to require all students to dress in what the school deems to be a moderate type and style that is appropriate. The conduct, manners, appearance, and dress of each student plays a role in this process. The Board of Education expects student dress and grooming to be neat, clean, and in good taste so that each student may share in promoting a positive, healthy, and safe atmosphere within the school district. If a student's general appearance attracts undue attention to them or disrupts the educational process, the student will be asked by a building administrator to make necessary changes; therefore, if a student is dressed inappropriately, the student may be removed from class and required to correct the cause of the violation before being admitted to class. The covering of inappropriate dress with a long coat or jacket will not be acceptable.

The De Soto School District requires that all students and parents must adhere to, but are not limited to the following guidelines:

- No midriff tops, bathing suits, spaghetti straps, or tank tops shall be worn. Shirts and blouses need to cover from neck to shoulders (both sides), have a full back, and be long enough to cover the entire torso. No cleavage is to be exposed.
- No see through clothing shall be worn. Undergarments must now show. No sagging pants. No holes in pants above fingertip length, with arm being fully extended at the side. Shorts and skirts should be fingertip length, with arm being fully extended at the side.
- No hats, caps, bandanas, or other headgear, including sunglasses, are permitted.
- No clothing which illustrates, with words or symbols, statements condoning alcohol; tobacco or drug use, views concerning sexual issues or depictions of violence (pictures of weapons, e.g., guns, knives, hatchets, etc...) or profanity.
- No student on or about school property or at school functions shall wear, possess, use, distribute, display, or sell clothing, jewelry, large chains, emblems, bandanas, symbols, signs, or other things which are evidence of membership or affiliation in any gang or cult.
- Body piercing that becomes a safety issue is prohibited.
- No spiked or studded jewelry or large wallet chains. Any jewelry that makes distracting noises, expresses violence, suggests obscenity, or presents possible hazard to the wearer or other students shall be prohibited.
- No pajama pants or slippers.
- Students are not permitted to carry blankets with them to class.

It is the responsibility of the staff and administration to set the tone for the educational progress of the students of the De Soto School District. Extreme styles, fads, or circumstances not covered, or those that constitute a threat to health or safety, will be treated as inappropriate by the administration and staff. Student dress should lend itself to positive health and safety while meeting basic social expectations. Failure to comply with the guidelines set forth could subject the student to disciplinary action. The principal or designee will make the final decision at the school level as to whether specific attire is disruptive or inappropriate. If a student or parent is in doubt about the appropriateness of an item, the best decision is to leave the item at home. The school reserves the right under Missouri law to amend these guidelines without prior warning to the student.

School Security

De Soto High School is a closed campus. To ensure the safety of students and staff, everyone should cooperate to make to the school safe.

- Persons having business with the school should report to the school office.
- Persons picking up students after school should remain in their vehicles.

Visitors

Parents and guardians are encouraged to visit. All visitors are requested to report to the main office upon entering the building. Students are not allowed to bring guests to school, and this includes small children. Persons should not be in the hallway without a visitor/guest badge. All others will be considered trespassers.

I.D. Cards

All students are expected to be in possession of their student ID card at any and all school functions. Students are required to produce their ID cards when requested by faculty or staff of the high school.

Emergency Procedures

Fire Drill

The signal for fire drill will be the continual sounding of the fire alarm. Students are to evacuate the building and move at least fifty feet from the building in the area designated for their specific teacher. Teachers are to call roll to insure that all students have left the building. Students will be called back to the building by one long ring of the school bell.

Violent Weather

The signal for violent weather will be an announcement over the intercom. No one is to leave the building for any reason. Teachers are to take their printed class rosters with them. People in the lower level should avoid windows.

Earthquake

Students should protect themselves according to standard earthquake practice (taking cover under desks and remaining there until further notice). Our main effort will be to evacuate the buildings using the fire drill procedure.

Code Red

There are occasionally situations that require teachers to hold students in their classrooms until further notice. If a code red is announced, teachers should keep all students seated in their classrooms, keep doors

closed, and continue regular class activity. Under this circumstance, do not release students with normal bells. Instead, teachers will be notified when the situation is under control. Any need for a modified schedule will be announced.

Bomb Threat

Bomb threats will be announced over the intercom. Students need to leave their class and follow fire drill procedures.

Attendance

Perfect Attendance

To be eligible for perfect attendance and to receive the perfect attendance award, a student must be in school every day school is in session and miss no more than three hours total absences for the entire school year (attendance is kept hourly). Students on field trips or other school sponsored trips shall be counted as present.

SECONDARY ATTENDANCE POLICY (Grades 7-12)

Absences are to take care of extraordinary circumstances concerning:

- a. Personal illness
- b. Professional appointments that could not be scheduled outside the school day
- c. Other serious or family problems

There are only 168 school days within the school year. Therefore, vacations, truancy, OSS, and absences not verified in accordance with the procedures listed in regulation 2310 are not considered extraordinary circumstances and will be counted as unexcused absences.

Attendance at the Junior High and High School level is vital to the educational process. Any absence from school requires a phone call from the parent showing why a student is not in attendance and that the absence is beyond the student's control. Any day a student is absent is counted as part of their total days of being absent. After the sixth (6th) absence in a semester, verification of an absence should include written documentation from a doctor, this documentation should be provided to the school within 48 hours along with a parent phone call. Examples of written documentation include, a doctor's note verifying the student is absent due to a doctor's appointment that cannot be scheduled outside the school day that includes the appointment start and end time, a dentist's note to verify a dental appointment that cannot be scheduled outside the school day that includes the appointment start and end time, and/or official written verification of absence due to a death in the family. The attendance appeals committee reserves the right to reject a doctor's notes not submitted within the required 48 hour timeframe

after an absence, that does not include appointment times, or that does not provide sufficient evidence that the appointments that could not be scheduled outside the school day.

The school will make every effort to notify parents when a student has missed three (3) days (by a letter and/or other communication) and five (5) days (by a letter and/or other communication). It is still the parents' responsibility to make the school aware of the student's absences as they occur.

On the seventh (7th) absence, a letter will be sent to the parents explaining that the child has exceeded the absence limit which results in a loss of credit for the semester. The parent and student may appeal this decision to the attendance appeal committee. In order to be in compliance with state law, the school will notify either the District Juvenile Office and/or Division of Family Services, whichever applies, after the student's eighth (8th) absence for students under the age of sixteen (16).

A record of calls from parents along with notes provided within 48 hours of an absence will be held in the office with reasons listed for absences as they are given by the parents. These should prove informative if an appeal process is started.

Appeals

If students are absent in excess of the six (6) total days per semester absence and a parent would like to appeal, they must submit their request in writing to the building principal to meet with the appeals committee 15 days prior to the end of the semester. If the seventh absence occurs during the last 15 days of a semester, the parent must call and submit a written request for an appeal prior to the end of the semester. Both the student and parent/guardian must attend the appeals committee meeting and bring all necessary documentation to the committee. Any additional documentation should be turned in with the appeal letter and brought to the appeals committee meeting. The committee, which will be comprised of administrators, counselors, and teachers, will determine if the student has the documentation needed to prove reasons for the absences. Documentation not submitted within 48 hours of an absence may not be considered unless there are extraordinary circumstances. A ruling of reinstatement of credit, no credit, or probation will be assessed at the close of each hearing and will be followed up by a formal letter from the attendance committee.

All students will be afforded due process as guaranteed by constitutional provisions. The process will be in accordance with state law, as well as the provisions outlined in the Board policies and regulations on student attendance.

Rulings

Reinstatement of Credit: The committee found sufficient evidence to prove the student had missed excessively due to circumstances beyond his/her control. Credit would be awarded immediately.

No Credit: The committee found no substantiating evidence to validate why the student had missed school excessively. Credit is denied immediately.

Probation: The committee found that there was some evidence of circumstances beyond the control of the student, such that the student would not have missed excessively if those circumstances had not presented themselves. The student must now meet attendance criteria for the following semester. When completed successfully, reinstatement of credit will occur; however, if the student fails to meet attendance criteria he/she would lose credit from the previous semester and would put him/herself in the position to lose credit for the current semester as well. A written contract will be issued to students and parents stating the conditions of the probation.

Transfers

If a student transfers out of De Soto during the semester of probation, the appeals committee will be reconvened to determine if the student has sufficiently met guidelines for an acceptable amount of time. Example: If a student on probation transfers in late April and has met guidelines to that point, it would be likely the committee would grant credit; however, if it were early February, they may determine sufficient timelines had not been met and withhold credit.

If a student transfers in to De Soto, he/she will be expected to follow all aspects of the attendance policy. Probation from former schools will be accepted as our own. If a student transfers in with excessive absences, the student will be made aware that he/she will be placed on the non-credit list and may file an appeal if deemed appropriate.

Make-Up Work

Work can be made up for all student-generated absences, i.e., illness, doctor appointment, etc. The student will have an amount of time to make up the work equal to the amount of time missed for the absence. Criteria will be set by each building for student access to the information missed and timeliness

Suspensions

A suspension will count toward a student's total days missed; however, a single act of suspension will not be the reason to take a student over the six total day (6) limit, so long as the days of suspension added to the days already missed does not exceed eleven (11). The student will be held at six (6) absences. Any further absences would total seven (7) or more, and may cause credit to possibly be withheld.

A student under suspension **will not** be given credit for work assigned during a suspension with the exceptions of major projects and tests for the first suspension of each year. Any major project assigned earlier which comes due during a first suspension will be accepted for full credit. Tests missed during a first suspension may be made up in Saturday School following the suspension. It is suggested students under suspension make up work using the following criteria in order to keep current.

1. Students must obtain work from peer or before or after school at the teacher's convenience.
2. Teachers are not to be interrupted while teaching to get assignments for suspended students.
3. Work/projects must be turned in on the first day the student returns to school. Tests may be made up during the Saturday School Detention which follows.
4. Teachers are not expected to tutor a student to remediate them for lost time; however, a student may come to a designated tutoring session for assistance after any absence. Regardless of tutoring, students would not be able to regain classroom points for assignments if absence was due to suspension.

Truancy

Truancy is a student's absence from school without parental knowledge or consent. If no contact is made by parent/guardian to a school, a student may be deemed truant. Truancy is also an absence from school for one or more class periods per day. Each day or part of a day constitutes one (1) truancy. Authorized school personnel shall notify the parents of the child's unexcused absence, arrange a conference if necessary, and offer assistance in solving the attendance problem. Guidance counselors, child welfare departments, the juvenile courts and other community sources may be used. Such assistance should be offered before the student has been absent without excuse for six (6) days in a semester. In cases where the parent(s) or guardian is unwilling or unable to cooperate, a prompt referral to the Division of Family Services or to the Juvenile Court for educational neglect shall be made.

Tardiness

- 1) Tardiness is arriving late or delayed beyond the expected or proper time for school or class.
- 2) The student will be charged with an hour's absence for any tardy in excess of ten (10) minutes.
- 3) Any lateness to school without contact from parents may result in the student being charged with a truancy.
- 4) A student who comes to class late without proper authorization is to be assessed a tardy.
- 5) Students will be allowed one (1) time per semester excused late to school with parent verification within two (2) school days.
- 6) Six (6) tardies per semester, regardless of minutes missed, will result in a one (1) day absence.

- 7) Six (6) times leaving school per semester, early regardless of minutes missed, will result in a one (1) day absence.

Grade Reporting

Mid-Quarter Reports

Mid-quarter reports will be distributed to students in their first hour classes 4 weeks into each quarter.

Report Cards

Report cards are issued quarterly, five (5) days after the end of each quarter. Scholarship grades are as follows: A-Outstanding work B-Above Average work, C-Average work, D-Below Average work, F-Failing work, I-Incomplete (must be made up), P-Passing, W-Withdrawn, N-No Grade. Incomplete grades must be completed according to the attendance policy. Report cards will be mailed home at the end of each quarter. Comments concerning attitude and work habits may be included. An explanation of these comments is included on the report card.

Honor Roll and Grading

An honor roll is published each semester. To be on the honor roll, a student must have a B average of 3.25. The high honor roll will consist of students with averages of 3.75 or above.

The grading scale for all work will be the following:

A 96-100%	A- 90-95%	B+ 87-89%
B 83-86%	B- 80-82%	C+ 77-79%
C 73-76%	C- 70-72%	D+ 67-69%
D 63-66%	D- 60-62%	F 0-59%

Weighted/Dual Credit/Advanced Placement Courses

Department	Weighted Course
English	College Composition I College Composition II Honors 11th English
Social Studies	College American History I College American History II Honors American History

Science	College Chemistry Honors Anatomy and Physiology
Math	College Algebra College Calculus

42 Hour/Associate of Arts Program: Junior students will be eligible to apply for either the 42 hour dual credit program or the Associate of Arts program that is offered in conjunction with Jefferson College. This rigorous program will allow high achieving students the opportunity to complete several college level courses while still in high school.

Weighted Course Description: All weighted courses will have an additional weight of 0.025 factored in where a student earns an A, B, or C. The GPA calculation will only be added to the “cumulative” GPA and will be used for “rank” purposes only. These courses will only be available for students graduating in 2017 and later. All prerequisites will stay the same The A+ program will continue to use non-weighted GPA.

Grade Classifications: The following criteria is used to classify students in each grade level.

Freshman	0 - 4 ½ credits
Sophomore	5 - 9 ½ credits
Junior	10 - 14 ½ credits
Senior	15 - 24 credits

Make-up Work

Students absent for any reason the day of a test or day an assignment is due is expected to make-up work upon returning to school. Assignments are due upon the date of return. Students are allowed one day to make up missed work for each day absent from school. Students who are deemed truant will not be afforded this opportunity. The responsibility for securing and completing missed assignments lies with the student.

Health Services Center

The health services of De Soto School District goals are to promote and maintain preventative health care. Each campus of the district employs a school nurse that assists students in developing their full potential in health and education. Parents ultimately have the primary responsibility for the health of their children. The health services responsibility lies in promoting a school health program that will promote, protect, and maintain a student’s health and to assist the parent in carrying out that responsibility. The health status of children affects their ability to learn. Healthy children learn better. The school nurse provides supportive professional and specialized health services for the school staff and students.

Medication

A student found possessing and/or using any type of medication (medication includes: prescription, over-the-counter drugs and herbal preparations) is subject to action accordance with the DeSoto Disciplinary Handbook. The district does not supply any type of medication. A student may bring personal medication only by following these directions:

- Written permission from parent stating that student may take medication during school hours.
- Medication must be in original package.
- Permission and medication must be turned in to the nurse prior to the end of the 1st hour of school.

All prescription medication must be labeled from a pharmacy with a student's name, address, date, name of medication, how it is administered, and the doctor's name. Medication that is not in the original container, prescription bottle, and/or is not turned in with written permission from parent will be held in the nurse's office until the last hour of the day and will be returned to the student to take home. Medication will not be given to the student throughout the course of the day. Medication other than doctor ordered for specific time will not be given out until school has been in session for three hours. This will eliminate the possibility of an overdose of medication.

Head Lice Screening

The first reported case is screened. If nits or lice are found, parents are notified and the child is sent home. Siblings (and classmates in elementary buildings) are then screened. Students must be treated at home and checked by the nurse before being readmitted to class.

A no-nit policy is a district policy. Two (2) all elementary school screenings are scheduled each year. When nits and/or lice are found, the bus supervisor, building principal, and nurse supervisor are notified. Parents must bring their child to the nurse for proof of no lice and nit free prior to returning to class. If a child does not return to school in one (1) week, Division of Family Services is notified. Students returning are checked weekly, until they are nit free for thirty (30) days. Repeated infestation in a family indicates improper follow-up.

Immunizations

It is unlawful in the state of Missouri for any child to attend school unless he/she has been immunized as required under the rules and regulations of the Department of Health, (State Law Bill Nos. 904, 788, & 966, Section 167.181 and 376.995) or unless the parent or guardian has signed and placed on file a statement of religious exemption and/or a physician has signed and the parent or guardian has placed on file a statement of medical exemption with the school administrator and the student's health records.

A child that is in progress of fulfilling the immunization requirements must have a Department of Health from IMM.P.14 on file with the student's health record. Failure to meet the next scheduled appointment constitutes noncompliance with the school immunization law and legal action will be initiated immediately. Students who are in noncompliance with the immunizations will be excluded from school until properly immunized. Legal action will be initiated against a student who is excluded from school for five (5) scheduled school days for noncompliance.

Emergency Information

A current (renewed yearly) signed and dated emergency form must be on file in the health service office. Medical care, notification of illness, and/or request permission to release from school will not be available unless a signed form is on file. When a student becomes ill while at school, he/she should ask the teacher for a pass to the nurse. If the nurse deems it necessary, she will contact the student's parent/guardian and then

authorize his/her release through the office. Students are to sign out in the office before leaving campus. Leaving school on their own or staying in the restroom is considered truancy, and disciplinary action will be taken. In the event of an emergency, an ambulance will be called. Without a current signed information form on file, the ambulance will not be able to transport until permission has been received by parent and/or legal guardian. IF a student has any type of medical condition that the district is unaware of, it is therefore not liable in the event of an incident involving the student's medical condition.

Doctor's Excuses and Adaptive Physical Education

Students may be excused from activity portion of P.E. only when a physician writes an excuse. The physician should also state what the student could do as an alternative activity.

Physical Education

A parent/guardian may write an excuse for the student for only one day, and then it is under the discretion of the school nurse to reject or approve the excuse. A student who is unable to participate in P.E. for an extended period needs an order from a physician listing restrictions and alternate activities. Upon receipt of physician's order, accommodations will be arranged for the students to continue in adaptive P.E.

Guidance Services

Students are encouraged to utilize a wide range of available services, including:

1. Academic advisement on course selection
2. Career planning and interest inventories
3. Preparation for college entrance
4. Scholarship application assistance
5. ACT preparation
6. Vocational - technical programs
7. Student advocate
8. Conflict resolution

Students will work with guidance in completing a six year plan. This is a tentative outline of prospective courses the student needs to attain his or her goals.

Schedule Changes

Students should request all desired schedule changes prior to the start of classes for that semester. After classes begin, only those changes considered to be "academic improvements" will be considered. Exceptions for misplacements or special circumstances may occur but are not the rule. After one week, counselors are to get administrative approval for any class changes.

Withdrawal from School

If a student must withdraw from school (moving, dropping out, or transferring), he/she is expected to do so properly through the attendance clerk. Before a student is allowed to withdraw from school a parent or guardian must furnish a written notice or phone call for verification. Failure to return all books, Chromebook, or fulfill debt obligations will result in holding transfer records.

Graduation Policy

Only those students who have completed all requirements for graduation are allowed to participate in commencement.

Visit College/Vocational School or Job Interview

Sophomores, Juniors, and Seniors are allowed two (2) college/vocational school visits per year with those days being removed from their file by following the proper procedures. The student shall not be in violation of the Attendance Policy prior to a college visit. The purpose of the college/vocational visit is with counselors, department chairs, etc... which could not be performed during the non-school hours. It is not intended to merely visit a campus to look at it. Students fill out and return a request form to the attendance secretary before the visit. Signed documentation from the college official with whom the student met must be returned to the attendance secretary within three (3) school days of the visit or the days of the visit will be counted against the student's attendance. This documentation may be delivered by hand or faxed to (636) 586-1087.

Library Resource Center

Mission

The De Soto High School Learning Resource Center supports the teaching and learning environment of the school by providing instruction in fact finding skills; providing an environment conducive to teaching, learning and individual inquiry; providing leadership in the use of information; providing resources representing diverse cultures, attitudes, opinions and experiences; and providing materials in all formats to support the school curriculum.

Operating Hours:

Monday	7:05 - 5:00 PM
Tuesday	7:05 - 4:00 PM
Wednesday	7:05 - 5:00 PM
Thursday	7:05 - 4:00 PM
Friday	7:05 - 3:05 PM

Students must have a pass from their teachers if they come to the library during the school day. Students must sign in upon arriving at the library and must have a signed hall pass book. If they do not have a pass, they will be instructed to return to class. Students do not need a pass if they come to the library before or after school.

Computers

One computer lab (approximately 30 computers) provide access to the internet and other educational/office software. All computers provide access to the electronic catalog, which lists all books and non-print material

in the collection. All information accessible on the library computers are also accessible on student Chromebooks.

Collection

The library has a collection of more than 14,000 books, 50 magazines, 1,000 videos, 1,500 ebooks, numerous databases, and e-readers for student and staff use.

Checkout Procedures

Students must have a student identification card to check out library materials. Books and magazines check out for three weeks, and reference books for one day, downloadable ebooks for up to ten days, and e-readers for one week. Fines for overdue books and magazines are 5 cents per day; reference books, 25 cents per day; e-readers, 1 dollar per day. Checkout privileges may be suspended if excessive fines or overdues occur.

A+ Program

A student who qualifies according to the following criteria and continues an education at a Missouri public community college or vocational - technical school may be eligible for state reimbursed tuition, subject to legislative appropriation. To be eligible for the A+ Scholarship, each student must:

- Be a U.S. citizen or permanent resident
- Sign an A+ Program Agreement prior to graduation (preferable before their senior year in order to get 50 hours of mentoring or tutoring completed).
- Attend a designated A+ school for three consecutive years prior to high school graduation.
- Graduated from high school with a cumulative grade point average of 2.5 or greater on a 4.0 scale.
- Maintain at least a 95% attendance record for all four years of high school.
- Must score proficient or advanced on the Algebra I End-of-Course Exam.
- Performed 50 hours of unpaid tutoring or mentoring for other students.
- Maintained a record of good citizenship and avoidance of the unlawful use of drugs.

The student financial incentive may be available for a period of four years after high school graduation. To maintain eligibility during that time, each participating student must enroll and attend a Missouri public community college or vocational school on a full-time basis and maintain a cumulative GPA of 2.5 or higher. The program is currently funding 105% of credit hours required for a student to receive their degree and/or certificate. Funding is always subject to change pending legislative approval.

Eligibility Requirements

Requirement 1: Be a U.S. citizen or permanent resident

Requirement 2: Enter into a written agreement with the high school to participate in the A+ Schools Student Financial Incentive Program.

A Student may enter into the agreement at any time before graduation. Due to the requirement to accumulate 50 tutoring/mentoring hours, it is recommended that the agreement be signed as early as possible. Transfer-in students should enter into the agreement at enrollment. A+ agreement forms will be mailed home to students and are always available in the Guidance Office.

Requirement 3: Attend a designated A+ School for more than three consecutive years prior to high school graduation.

A student must attend an A+ designated high school during his/her sophomore, junior, and senior years. If a student withdraws or transfers from DeSoto High School after the beginning of his/her sophomore year, the student will not be considered eligible for the A+ School Program, even if that student re-enrolls at DeSoto High School before graduation unless the school they transferred to was an A+ designated school. Transfer students from other schools must meet the DeSoto School District requirements and should enter into the agreement at enrollment or no later than the end of their first quarter with the district upon transfer.

Requirement 4: Graduate from high school with a cumulative grade point average (GPA) of 2.5 or higher on a 4.0 scale.

This average will represent the applicant’s cumulative GPA, which includes the freshman through senior years. A student with a 2.49 or lower GPA will not be eligible.

Requirement 5: Must score proficient or advanced on the Algebra I End-of-Course Exam.

All students are required to take the Algebra I EOC. A+ students must score advanced or proficient on the Algebra I EOC. Students may take the Algebra I EOC more than once if they do not score the required score the first time. See the A+ coordinator for alternative ways to meet this requirement.

Requirement 6: Have at least 95 percent attendance record.

The applicant must have a 95 percent or better average attendance record for the four-year period, freshmen through senior years. A student with a 94.9 percent or lower average will not be eligible. Students are expected to attend class regularly and be on time for classes. Students with specific health histories must make sure that the medical documentation of chronic or long-term health-related problems are documented with the Attendance Office.

Attendance can be documented with the following:

Reason for Missing	Documentation
Doctor’s/Dentist’s Visit	Doctor’s Letter

Hospitalization	Doctor's Letter
Chronic Health Problems	Doctor's Letter
Court Dates	Court Letter
Funeral	Funeral Notice/Letter
Personal Emergency: Flood, Fire, Etc...	Principal's Letter
Catastrophic Illness, Long Hospitalization, or Serious Illness	Doctor's Letter

Requirement 6: Perform and document 50 hours of unpaid tutoring or mentoring.

The following guidelines should be followed in the completion of this requirement:

1. Tutoring and mentoring activities will be school-based, academic in nature, and supervised at school. A list of approved tutoring/mentoring activities is provided to each A+ applicant.
2. Students must be trained by the school before tutoring/mentoring.
3. The tutoring and mentoring activities may occur before, during, after the school day, or during summer school.
4. All tutoring and mentoring must be supervised and verified by a teacher, principal, counselor, school personnel or the A+ Coordinator.
5. The A+ Coordinator will maintain records of tutoring/mentoring hours that each applicant accumulates. Only activities that have been verified with a timesheet signature by the tutoring supervisor will be counted toward the 50-hour requirements.
6. All tutoring/mentoring log sheets must be turned in to the Counselor's Office.
7. All tutoring/mentoring hours must be completed by May 1st of the student's senior year.

Requirement 8: Maintain a record of good citizenship and avoidance of the unlawful use of drugs and alcohol.

The De Soto A+ Advisory committee believes that creditable school citizens are those citizens whose conduct, both in and out of school, will reflect positively upon themselves and school. Good citizenship includes respect for staff, peers and self, accepting responsibility, and honesty. Students who are designated A+ students should demonstrate distinctive qualities and be role models for other students. Their character and ethics should be of the highest standards.

The following four offenses will result in immediate removal from the A+ School Program:

- **Drugs/Alcohol/Substance Abuse**
 - Violation of the De Soto School District Drug/Alcohol/Substance Abuse policy outlined in the Board policy during the contract time.

- Formally charged with unlawful possession and/or selling drugs, paraphernalia, or alcohol.
- **Violation of Local, State, or Federal Criminal Laws**
 - Conviction/guilty plea to a felony
 - Criminal activity which is formally reported to the schools by a juvenile or police officer as defined by the Safe Schools Act. Convictions include:
 - First and second degree murder
 - Kidnapping
 - First and second degree assault
 - Forcible rape or sodomy
 - First degree burglary
 - Robbery
 - Distribution of drugs
 - First degree arson
 - Voluntary manslaughter
 - Involuntary manslaughter
 - Felonious restraint
 - Property damage, first degree
 - Possession of a weapon
 - Distribution of drugs to a minor
- **Acquiring 5 or more days of Out-of-School suspension for any reason. Cumulative or not.**
- **Acquiring 10 or more days of In-School suspension or 10 days of Saturday school for any reason.**

Students may also be placed on a probationary status for the following offenses:

1. Fighting
2. Truancy
3. Harassment

If a student is placed on probation, he/she will remain on probation for the remainder of his/her schooling at De Soto High School. The A+ committee will determine if the student must complete community service to maintain his/her probationary status. If the student receives another discipline referral, the A+ Committee will meet to make a determination as to whether or not the student will remain on probation or be dismissed from the A+ program.

*The administration reserves the right to to administer consequences including probation as well as dismissal from the A+ program for actions not specifically covered in this manual.

What happens if a student do not meet all of the requirements?

Below is another explanation of what will happen if a student does not meet the requirements:

1. Failure to enroll in the A+ program prior to graduation = No A+ scholarship
2. Failure to attend a designated A+ School for 3 consecutive years = No A+ scholarship unless one parent is active duty in the military.
3. Failure to graduate with a cumulative GPA of 2.5 or higher = No A+ scholarship
4. Failure to maintain a 95% attendance rate = No A+ scholarship
5. Failure to score Advanced or Proficient of the Algebra I EOC = No A+ scholarship
6. Failure to perform 50 hours of tutoring or mentoring = No A+ scholarship
7. Failure to maintain good citizenship/have good school discipline = Probation that may or may not include community service or dismissal depending on the severity of the offense.
8. Failure to register with the selective service (males age 18 only) = No A+ scholarship
9. Failure to fill out the FAFSA form = No A+ scholarship

Appeals

All students have the right to file an appeal if they feel they have not been deemed eligible for the A+ Scholarship in an unfair manner. If a student or parent/guardian would like to file an appeal, the student needs to obtain an appeal form from the guidance office and return it within 10 days of dismissal. The A+ Committee will then have a period of 14 days to review the appeal and determine whether or not the appeal will be granted. For further questions, contact the A+ Coordinator at (636) 586-1060.

Student Activities

Academic Team

The academic team is a competitive group that participates in quiz-bowl style meets. Tryouts for this team are in September, and meetings go from October through May. The team practices twice a week, simulating the quiz bowl atmosphere and doing research to be able to answer questions.

Art Club

Art club is an extra curricular club that meets once a month on the third Thursday after school in the LRC. A point system for participation throughout the year is used to determine who receives letters/pins. The yearly dues are \$5.00, which helps to pay for all activities. Requirements for participation include having passed at least one year of art in high school or attending an art class presently. Being an excellent art student is not a requirement, but most club activities are art related. Activities include Homecoming parade, annual fundraiser, museum trip, school Christmas tree, food baskets, carnation sales, a trip to Chicago, Easter eggs, and school art show.

Class Officers

Each class will elect officers (president, vice-president, secretary, and treasurer) at the beginning of the fall semester. Officer candidates must have a 2.0 GPA from the previous semester and must not have had any disciplinary suspensions during the previous school year. Student will submit a petition with 25 signatures from fellow classmates along with two recommendations from teachers. This group of students will also serve as the Student Advisory Committee.

French Club/Spanish Club

Students who are enrolled in a foreign language class or have made a C or better in a previously taken foreign language class in high school may join the foreign languages clubs. The clubs are designed to create fellowship between language learners and extend the learning and culture beyond the classroom. Some activities include field trips, food tasting, cultural celebrations and working at school and community events such as Safe Halloween.

Future Business Leaders of America

The Future Business Leaders of America is a National organization open to all business students who are currently enrolled in a business course and also for those students who have successfully completed a business course. Professional development, civic activities, service to the community, and social fun are goals for FBLA. Students have the opportunity to compete at districts in all areas of business. Successful students advance to the state level and have an opportunity for national recognition. Election of officers is scheduled for the March meeting and meetings are held the fourth Tuesday of each month. The purpose of FBLA is to provide an integral part of business instruction and develop vocational and career opportunities.

Family Consumer Career Leaders of America

FCCLA is open to all high school students who have previously taken a Family and Consumer Sciences class in high school or are presently enrolled in a FACS class. The aim of FCCLA is to improve personal, family, community, and job/career life. FCCLA meets the fourth Thursday of each month. The organization is involved in school activities such as Homecoming, Safe Halloween, and other functions sponsored by Student Council. The group members act as volunteers at the local food pantry. The opportunity is provided for students to participate on regional, state, and national level.

National Honor Society

The National Honor Society requires that students be evaluated on the following four qualifications: Scholarship, Leadership, Service, and Character. The DeSoto High School Honor Society organization requires an accumulative grade point average of 3.35 and no grades below a C for its members. Members are selected and initiated by invitation only, based on all of the above qualifications. Faculty members are consulted in the selection process. The purpose of this organization is to create an enthusiasm for superior scholarship; to develop loyal pupil citizenship; to stimulate desire to serve faithfully one's school, community, and country . to promote trustworthy leadership; and to instill exemplary qualities of character in the students of the eleventh and twelfth grades of De Soto High School.

Math Club

Math club is for all students who have an interest in math and are enrolled in a math course. Students are required to maintain at least a C average in their math course. This organization has been involved in Safe Halloween, adopting a family at Christmas, competing in math contest in the spring, and pursuing math topics. Elections for officers are held in the spring. The club meets every third Wednesday of the month.

Science Club

Science club is open to any student who is currently enrolled or has completed one year of high school science. Members may participate in the Science Fair, Science Olympiad, a fall Stream Team activity and cookout, a spring educational/fun trip, and a variety of monthly activities.

Student Council

The Student Council provides for student activities and serves for attaining experience for both leaders and followers. The Council promotes the common good, gives students a share in the management of the school,

develops high ideals for personal conduct, acts as a clearinghouse for student activities, seeks interested students in school affairs, and help solve problems that may arise. Members of the Council are the representatives of the student body and have direct access to school administration. Elections are held in the spring for the following year.

Student Dances

Dances are offered throughout the year for students to socialize outside of the normal school day. Attendance at dances is a privilege and is offered as an incentive for good behavior. Normal discipline policy is in effect at all dances. In order to attend all dances, students must be in attendance the entire school day prior to the dance. Students who are absent the day before the dance must receive principal approval in order to attend the dance. Requests for approval for underclassman (9,10), underage, or out-of-school dates must be made to the athletic office no later than the date published through daily announcements.

Persons who cannot be considered guests are:

- 1. High School dropouts or withdrawals whose class has not yet graduated.**
- 2. Persons with questionable character, not in good standing with their high school.**
- 3. Persons 21 years of age or older.**
- 4. Persons who are younger than high school age, including K-8 students.**

In addition, homeschooled students will need a signature of High School Administrator of last school attended along with a letter of reference. As an incentive for good behavior, students will not be allowed to attend the next dance if they accumulate more than 3 days of out-of-school suspension, placed in management school or enrolled in the Missouri Options Program between dances. **Any student who is assigned a 10 day out-of-school suspension with a referral to the superintendent would not be allowed to attend any dance during the current school year.** In addition, any student on homebound instruction is not allowed to participate in extracurricular activities or attend dances without special consent from the administration. All students must be picked up from the dance no more than 20 minutes after the dance has ended. Failure to do so will result in a loss of privilege to attend the next dance .

T.R.E.N.D.

T.R.E.N.D. is a club for all students willing to lead and promote drug free lifestyles. T.R.E.N.D. has been involved with Red Ribbon week activities, Safe Halloween, food drives, anti-tobacco campaigns, maintaining bulletin boards, and other activities. Members also participate in leadership training and social activities. They also host the DHS dance. Meetings are held the first Thursday of each month.

Athletics (per MSHSAA guidelines)

Sports:

Boys	Girls
Cross Country	Cross Country
Football	Softball
Soccer	Volleyball
Basketball	Basketball
Wrestling	Soccer

Baseball	Golf
Golf	Tennis
Tennis	Cheerleading
Cheerleading	Dance Team
Track	Track

Eligibility

1. **Physical Examination:** Students must have a physical examination in order to participate in the athletic program. Only one physical exam is required per year and must be administered on or after February of the previous year.
2. **Citizenship:** Students must be a credible school citizen whose conduct, both in school and out of school will not discredit upon yourself or the school.
3. **Academics:** Students must have earned, in the preceding semester of attendance, a minimum of 3.0 units of credit or have earned an 80% of the maximum allowable credits which may be earned, whichever is greater.
4. **Participation Limits:** Students are eligible in any sport for a maximum of 4 seasons. Eligibility to participate in high school athletics begins when you first enter the ninth grade and last for the first eight semesters that a student is enrolled in high school. A student's eight semesters must immediately follow the seventh semester.
5. If a student reaches 19 years of age prior to July 1, he or she will be ineligible the next school year. If a student reaches 19 on or after July 1, he or she will be eligible for the all of the next school year, provided the student's attendance had been good during consecutive semesters.
6. **Sportsmanship:** If a student commits an unsportsmanlike act while participating in a high school event, he or she could become ineligible. If the student's conduct as a spectator is found to be unsportsmanlike, he or she could be barred from attending any high school athletic contests. The unsportsmanlike conduct of any spectator, regardless of age, could cause that spectator to be barred from attending high school athletic contests.

De Soto High School Discipline Code

Introduction

The Board of Education of the De Soto School District is pleased to make this handbook available to parents, students, staff, and other patrons. The purpose of the Disciplinary Policies, Rules, Regulations, and Procedures of the De Soto School District is to provide a uniform standard of conduct for all students in grades kindergarten through twelve. The contents of this handbook are to promote an environment that contributes to good citizenship and encourage learning. It defines terminology and gives all policies, rules, and regulations adopted by the Board of Education related to discipline.

These Policies, Rules, Regulations, and Procedures are based on the premise that rules must be enforced fairly, firmly, and consistently and in a fashion equitable and just, while complying with state mandates and regulations. It recognizes that as students progress in school and advance in age and maturity, they will

assume greater responsibility for their actions. It also recognizes that differences in age and maturity require different types of disciplinary action.

Maintaining a good learning environment requires that combined effort and partnership of students, parents, teachers, and school administrators. During the 2006-2007 school year, all discipline policies, rules, and regulations were reviewed, revised, and adopted by the Board of Education. These Policies, Rules, Regulations, and Procedures have been developed with input from parents, teachers, administrators, and board members. The contents of this document were adopted by the DeSoto Board of Education in April of 2007. Manual was amended May 2007. The High School Discipline Code was revised by a committee of high school parents, teachers, students, and administrators in the spring of 2007. It will be reviewed for revision each year. Please read this information carefully. It is provided for parents, students, and employees to know the Policies, Rules, Regulations, and Procedures that are to be followed. Anyone who has a questions or desires further explanation may consult with the school principal. The Policies, Rules, Regulations, and Procedures will be reviewed periodically, and changes will be made when and if necessary.

Philosophy of Discipline

The public schools of this community have the responsibility conferred on them by the state to provide public education for all children until they graduate or reach the age of 21. To discharge this function effectively and equitable, school authorities and parents must ensure an environment in each school which is conducive to the learning process.

Good discipline is imperative for the establishment and development of a successful school, teaching environment, and most importantly, success in learning. Discipline is not punishment that can be pronounced and forgotten. It must be considered as training - training that develops character, efficiency, and self-control. It requires as basic philosophy that good discipline is best thought of as being positive - not negative. It is helping a pupil adjust to the requirements of his/her environment rather than punishment for not having adjusted. Our focus is on prevention rather than remediation.

Schools must prepare students for their responsibilities as adults in a democratic society. The ultimate goal of good discipline is self-discipline on the part of the pupil in school and the community. Students exercise choice and must realize consequences for their actions of choice. The student discipline code is an integral component of the educational process and a symbol of the commitment of parents, students, teachers, and administrators to the maintenance of an effective learning environment.

The rules in this code of conduct are in addition to our broad, discretionary authority to maintain safety, order, and discipline inside the school zone. These rules support, but do not limit, our authority.

Students Rights and Responsibilities

The Board of Education believes that students have rights which should be recognized and respected. It also believes that every right carries with it certain responsibilities. These student rights and responsibilities are the following:

- A. Each student has the right to:
 - Have the opportunity for a free education in the most appropriate learning environment.
 - Have the opportunity for freedom of speech and of the press (so long as the exercising of those rights is not disruptive).

- Be secure in his persons, papers, and effects against unreasonable searches and seizures; privacy in regard to his/her personal possessions, unless there is suspicion that the student is concealing materials.
 - Expect that the school will be a safe place with no fear of bodily harm.
 - Expect an appropriate environment conducive to learning.
 - Privacy in respect to the student's school records.
 - The right to due process of law with respect to suspension, expulsion, and decisions, which the student believes injure his rights.
 - Not be discriminated against on the basis of sex, race, color, religion, national origin, or handicap.
 - Expect to be fully informed of school rules and regulations.
- B. Each student has the responsibility to:
- Know and adhere to rules and regulations established by the local Board of Education and implemented by school administrators and teachers.
 - Respect the human dignity and worth of every individual.
 - Refrain from libel, slanderous remarks, and obscenity in verbal and written expression.
 - Study diligently and maintain the best possible level of academic achievement.
 - Be punctual and present in the regular school program.
 - Dress and groom in a manner that meets standards of health, cleanliness, modesty, and safety as established by district policy.
 - Help maintain and improve the school environment, preserve school property, and exercise the utmost care while using school facilities.
 - Refrain from any disobedience, misconduct, or other behavior which would lead to any physical harm or to the disruption of the educational process.
 - Respect the exercise of authority by school administrators and teachers in maintaining discipline in the school and at school sponsored events.
 - Obey the law and rules so as not to be subject to ill effects or endanger others by the possession or the use of alcohol, illegal drugs, or other unauthorized substances.
 - Carry only those materials which are acceptable under the law or school rules and regulations and must accept the consequences for unacceptable articles stored in one's locker or desk.
- C. A cumulative record shall be maintained on each student for his/her educational welfare, for the orderly and efficient operation of the school and other information as may be required by law for district regulation. Procedures and practices stemming from this policy shall be in compliance with *The Family Educational Rights and Privacy Act of 1974* and *The Public School Laws of Missouri*. Students will be made aware of their legal rights and of the legal authority of the Board to delegate authority to its staff and make rules and regulations regarding the orderly operation of the district schools. School officials and teachers have the authority to interpret and apply policy. Students must obey any such interpretation subject to an appeal.

Schools must be a place where students are encouraged to learn. Standards of conduct are established by the Board to create an environment in which each student's right to learn is protected.

Failure to follow the rules and regulations of the school or the classroom may mean exclusion from certain school activities such as dances, athletic contests, field trips, etc... Each school as its own guidelines of denial of participation rights when a student has broken school or classroom rules.

Students and their parents/guardians will be notified of their rights and responsibilities, including standards of conduct, through handbooks distributed annually.

***Behaviors marked with cumulative behavior will be considered over four years (grades 9-12) rather than on a year to year basis.**

Student Searches

The school district has the right to conduct reasonable searches of students (e.g., purse, wallet, backpack, pockets, etc...) lockers, school property, and student automobiles in order to protect students, staff and visitors, and in order to maintain order and discipline in the schools. These searches are authorized whenever a reasonable belief exists that the student to be searched possesses illegal, unauthorized, or inappropriate material, which would interfere with the maintenance of school discipline or order.

The District has the authority to control student conduct which 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, during school sponsored activities and for conduct away from school or in non-school activities which affect school discipline.

Students forfeit their right to a public school education by engaging in conduct prohibited in Regulation 2610 and related provisions. Disciplinary consequences include, but are not limited to, withdrawal of school privileges (athletics, intramurals, student clubs and activities, and school social events); the reassignment of the student to another school; removal for up to ten (10) school days by school principals; extension of suspensions for a total of 180 days by the Superintendent; and longer term suspension and expulsion from school by the Board of Education.

Discipline of Students with Disabilities

The Individuals with Disabilities Education Act (IDEA) Amendments of 1997 clarified the law and process of disciplining disabled students. Students with disabilities may have a modified discipline plan based on their disability and its ramifications. Principals may modify corrective actions as outlined in the student's Individual Education Plan (IEP).

Specific procedures occur when school personnel have behavioral concerns about a disabled student. A functional behavior assessment is done to determine why the behavior exists and what prompts the behavior. A manifestation determination is done to discover if there is a relationship between the student's disability and the behavior that is subject to a disciplinary action based on the findings of the behavior assessment and the manifestation determination, an outline in the plan, which is part of the student's IEP, to deal with problem behaviors.

If school officials believe that a child's placement is inappropriate, they can work with the child's parent through the IEP and placement processes to come up with an appropriate placement for the child. The goal of revising the IEP is to meet the needs of the student, which results in his or her improved learning and the learning of others to ensure a safe environment.

Consequences for Misbehavior

All students attending or participating in school sponsored events both on and off school campus are subject to the discipline policy outlined in this handbook.

Student Conference - Verbal Reprimand - A formal conference is held between the student and one or more school officials. During this conference, the student must agree to correct his or her behavior. Action and results will be recorded in the office.

Parent Contact - Parent(s) are notified by telephone, personal contact, or letter. A conference may be conducted between the student, his or her parent(s), a school administrator and/or teacher as appropriate. Action with results of the conference will be recorded in the office.

Restriction of Privileges - Extra-curricular activities including participating in school sponsored activities such as athletics, social events, clubs, outings, field trips, assemblies, lunch with peers, etc... are a special privilege offered to enhance the student's overall learning experience. Other benefits such as riding busses and driving vehicles to and from school are also privileges, not rights. Any or all of these privileges may be revoked. Parents are to be notified. Action will be recorded in the office.

Withdrawal from Class - For repeated disciplinary problems a student may be withdrawn from a class with a failing grade for the balance of the semester and assigned to a study hall. Parents are to be notified. Action will be recorded in the office.

Referral to an Outside Agency - recommendation may be made to the parents to seek help through Mental Health, Family and Children's Services, Youth Emergency Services, etc...

Students may be referred to the County Juvenile Court for excessive absences (truancy), educational neglect, or problems of juvenile delinquency. Referrals will be made by the principal or assistant principal. Referrals will be made to the police in accordance with the Safe Schools Act.

A call to the Child Abuse Hotline when abuse is reasonably suspected will be made by teachers, counselors, nurses, assistant principals, and principals who are mandated by law reporters of child abuse. It is recommended that these calls originate in a school setting with notification of the principal.

Referral to Counselor - Students may be required to meet with an assigned counselor on a periodic basis. Counselor will advise student on ways of improving his or her behavior. The counselor may recommend special projects to student including reading, attending seminars, etc...

After School Detentions

The detention program is DeSoto High School's attempt to provide appropriate consequences for school misbehavior. It consists of students remaining at school after regular school hours so that they can concentrate more on school work. It is meant to be inconvenient for students.

Time: High school detention will be held from 2:45 PM until 3:45 PM on Tuesdays, Wednesday, and Thursdays.

Supplies: Students must bring a school text, library book, Chromebook, or other necessary supplies to complete homework. Magazines or non-school work is allowed.

Make-Ups: If a student is absent from school all day or 7th hour on the day of the assigned detention, the detention will be automatically reassigned on the next day of scheduled detentions. If another detention has

already been assigned for that day, the make-up detention will be automatically reassigned to the next day detentions are held. Snow days count as an absence,

Tests: Make-up tests may be taken during detention. The teacher will need to send the test to room 130 with a note attached

Changing the Assigned Date: In case of emergencies, students may request one date change per semester as long as the student makes those arrangements with the administrator who assigned the original ASD dates the morning of the scheduled ASD. After that, excused changes may only be made if they are pre-arranged by parents and/or guardians.

Lunch Detention

The detention program is DeSoto High School's attempt to provide appropriate consequences for school misbehavior. It consists of students eating lunch away from their peers. It is meant to be inconvenient for students.

Time: Lunch detention will be held during a student's lunch shift on Tuesdays, Wednesdays, and Thursdays.

Supplies: Students may bring a school text, library book, or their Chromebook to complete homework. No magazines or non-school work is allowed .

Make-ups: If a student is absent from school all day or 5th hour on the day of the assigned detention, the detention will be automatically reassigned on the next day of scheduled detentions. If another detention has already been assigned for that day, the make-up detention will be automatically reassigned to the next day detentions are held. Snow days count as an absence,

In-School Suspension - D.A.A.T.S.

(De Soto's Alternative Approach to Suspension) is in-school suspension for students who have discipline problems while meeting their educational needs. This program allows students to stay in school while they realize the consequences for their misconduct and demonstrates to them that they can follow the rules.

Behavior Expectations in DAATS room:

1. Each student will be assigned a seat and will not move from that seat without permission from the DAATS teacher.
2. Each student must face forward and may not turn around without permission.
3. A student in DAATS may not talk to any other students in DAATS.
4. No cell phones are to be out for any reason in the DAATS room.
5. Students are not to sleep during this time.
6. All students must spend this time working on school assignments from classrooms or work assigned by the DAATS teacher. Students must bring their charged Chromebooks or other materials from class.
7. Students are not allowed to leave the DAATS room to attend class unless the DAATS teacher has received prior notification, in writing, from another teacher.
8. All homework or tests will be worth 100% credit in the classroom.
9. There is one scheduled restroom break in the morning and one in the afternoon.
10. Lunch will be from 10:55 am until 11:13 am.
11. No food or drink is allowed in the DAATS room.
12. Students may not write, mark on, or otherwise damage school property in the DAATS room.

Make-ups: If a student is absent on the day he or she is to serve DAATS, the DAATS assignment will automatically roll over to the next day. If another day of DAATS has already been assigned for that day, the make-up day will be reassigned to the next day. Snow days count as an absence.

Saturday School Detention (S.S.D.)

This program is designed to discipline students for misconduct while making them responsible for their school work.

Changing the Assigned Date: Parents may change a scheduled date one time with approval from an administrator prior to the date of the assigned detention one time per semester. Students will not be allowed to reschedule their assigned days.

Time: S.S.D. will be held from 8:00 AM - 11:00 AM. Doors are closed at 8:00 AM.

Procedures: Students will be issued expected rules of behavior upon arrival in the SSD room. These rules are to be read, signed, and returned to the SSD instructor. If any of the procedures are violated, the student will be requested to leave. If the student causes further problems, police may be called. There will be one 10 minutes break. Students may not sleep, put their heads down, talk, or simply do nothing while in SSD. Students must remain busy studying or reading. Students may not bring drinks or food to SSD.

Make-ups: If a student is absent from school the day before the assigned S.S.D., the S.S.D. will be automatically reassigned on the next day of scheduled S.S.D.

Supplies: Students assigned to SSD are required to get their assignments and have enough work to keep them involved in their studies for the entire session. Students need to have all required items with them. Students are not allowed to go to their lockers or to any other location in the building during this time.

Tests: Students may use SSD to make up missed tests. Prior to attending assigned SSD, the student must speak with his or her teacher to inquire about sending the test to the office the Friday before assigned SSD. The office will get the test to the SSD instructor and that individual will return the test to the mailbox of the student's teacher.

Suspension

- A. From an Individual Class -
 - A student may be removed from an individual class for a specified number of days or for the balance of a semester. The student is responsible for the completion of all major projects and tests for the first suspension of the year. Parents are to be notified. Action will be recorded in the office.
- B. From Field Trip or Other Activity -
 - Students are suspended from a field trip or other activity. Parents are to be notified.
- C. Out-of-School Short Terms (1-5 days) - Principal
 - Short term suspension requires that the student be deprived of all privileges of attending school for one to five days. All extra-curricular privileges such as attending or taking part in sports activities, social events, etc... are also suspended. Parents are notified by phone, if

possible, and with a confirmation letter. A student will be responsible for the completion of major projects and tests for the first suspension of the year.

- D. Out-of-School Long Term (6-10 days) - Principal
 - Long-term suspension requires that the student be deprived of all of the privileges of attending school for 6-10 days. All extra-curricular privileges such as attending or taking part in sports activities, social events, dances, etc... are also suspended. Parents are notified by phone and with a confirmation letter. A student will be responsible for the completion of major projects and tests for the first suspension of the year.
- E. Out-of-School Long Term with Referral to Superintendent (10 days) - Principal
 - Long-term suspension with a referral to the superintendent requires the student and parent/guardian to make an appointment with the superintendent prior to returning to school. At this meeting, the superintendent will make a determination as to whether there will be additional suspension days added to the original discipline. Parents are notified by phone and with a confirmation letter. A student will be responsible for the completion of major projects and tests for the first suspension of the year.
- F. Out-of-School Long Term (11-180 days) - Superintendent
 - Further restrictions may be imposed by the superintendent before the student's readmittance. A parent conference is required. Actions and results will be recorded in the office.
- G. Pending a Parent Conference (SPPC)
 - A student is suspended upon notification of the Parent/Guardian. A parent conference may be required before student is readmitted.

Note: Students who are suspended out of school are not to be on school property or in attendance at any school activities. Students who have missed a Friday due to suspension may not attend school activities until at least the following Monday. Failure to comply may result in the assignment of additional suspension.

Expulsion - the removal of a student from school by action of the Board of Education. This action means permanent removal from school. Action and results will be recorded in the student's permanent file.

Make-up Work - A student under suspension will not be given credit for work assigned during the suspension with the exception of major projects and tests for the first suspension of each year. Any major project assigned earlier, which comes due during the first suspension, will be accepted for full credit. Tests missed during a first suspension may be made up in Saturday school, ASD, TASK, and/or before or after school following the suspension

Behavioral Expectations

All students attending school in district schools will be expected to accept the obligation and responsibility to attend school on a regular basis and to comply with the district's discipline code set forth in Regulation 2610. Those students who choose not to fulfill their responsibilities at school will be held accountable for their conduct. Consequences for individual acts of misconduct are calculated to discipline the student to deter future misconduct and to provide a safe and positive environment in which students can maximize their learning potential. Students who engage in significant acts of misconduct off campus which materially and adversely impact the education of district students will be subject to discipline up to and including expulsion. (De Soto Policy 2600)

Alcohol - Possession of or presence under the influence of alcohol regardless of whether the student is on school premises.

First Offense: 10 days OSS, recommendation to superintendent for 20 additional days.

Subsequent Offenses: 10 days OSS with recommendation for 170 additional days of suspension.

Arson - Intentionally causing or attempting to cause a fire or explosion

First Offense: 10 Days out of school suspension with recommendation to the superintendent for 170 days of additional suspension. Notification to law enforcement.

Subsequent Offenses: Same above

Assault - (Refer to Policy and Regulation 2673 - Reporting of Violent Behavior)

Assault of a Student - Use of physical force with the intent to do bodily harm.

First Offense: 5 Days out of school suspension. Notification to law enforcement.

Subsequent Offenses: 10 days out of school suspension. Notification to law enforcement. 3rd offense- 10 days OSS with recommendation to the superintendent for an additional 20 days. Notification to law enforcement.

Assault of Staff Member: 10 days out of school suspension, with notification to law enforcement. Subsequent: 10 days OSS with recommendation to superintendent for 20 additional days OSS, notification to law enforcement.

Bullying - Intentional intimidation or infliction of physical, emotional, or mental harm (see Policy 2655.

First Offense: 10-30 Days of OSS

Offenses: 180 Days of OSS to expulsion

Fighting - Physically striking another in a mutual contact as differentiated from an assault.

First Offense: 3 days out of school suspension.

Subsequent Offenses: 5 days out of school suspension; 10 days out of school suspension

Defiance of Authority - Refusal to obey directions or defiance of staff authority

First Offense: 3 days of D.A.A.T.S / 2 Saturday schools.

Subsequent Offenses: 5 days of D.A.A.T.S / 3 Saturday schools; 3-5 days out of school suspension.

Disruptive Behavior - Conduct which has the intentional effect of disturbing education or the safe transportation of a student

First Offense: 2 detentions

Subsequent Offenses: 3 days of D.A.A.T.S / 2 Saturday schools; 5 days of D.A.A.T.S / 3 Saturday schools.

Drugs/Controlled Substance

Possession or presence under the influence of a controlled substance or substance represented to be a controlled substance while at school, on the school playground, on the school parking lot, a school bus or at a school activity whether on or off of school property.

First Offense: 10 days out of school suspension with recommendation to the superintendent for 20 additional days of suspension. Notification to law enforcement. Suspension may be reduced to 10 days if: 1.) The student participates in a drug/ alcohol assessment and follows recommendations. 2.) Assessment must take place within 5 days after the suspension. 3.) Student may be subject to periodic school administered drug tests. In the event that the recommendations should not be followed the full suspension will be assessed.

Subsequent Offenses: 10 days out of school suspension with recommendation to the superintendent for 170 additional days of suspension. Notification to law enforcement. Safe schools report will be filed.

Sale of a controlled substance or substance represented to be a controlled substance while at school or at any of the locations described above.

First Offense: 10 days out of school suspension with recommendation to the superintendent for 170 additional days of suspension. Notification to law enforcement. Safe schools report will be filed.

Subsequent Offenses: 10 days out of school suspension with recommendation to the superintendent for 170 additional days of suspension. Notification to law enforcement. Safe schools report will be filed.

Prescription Medication

Possession of a prescription medication without a valid prescription for such medication on school premises or on a school bus.

First Offense: 10 days out of school suspension with recommendation to the superintendent for 20 additional days of suspension. Notification to law enforcement. Suspension may be reduced to 10 days if: 1.) The student participates in a drug/ alcohol assessment and follows recommendations. 2.) Assessment must take place within 5 days after the suspension. 3.) Student may be subject to periodic school administered drug tests. In the event that the recommendations should not be followed the full suspension will be assessed.

Subsequent Offenses: 10 days out of school suspension with recommendation to the superintendent for 170 additional days of suspension. Notification to law enforcement. Safe schools report will be filed.

Distribution of prescription medication to any individual who does not have a valid prescription for such medication on school premises or on a school bus.

First Offense: 10 days out of school suspension with recommendation to the superintendent for 170 additional days of suspension. Notification to law enforcement. Safe schools report will be filed.

Subsequent Offenses: 10 days out of school suspension with recommendation to the superintendent for 170 additional days of suspension. Notification to law enforcement. Safe schools report will be filed.

Extortion - Verbal threats or physical conduct designed to obtain money or other valuables.

First Offense: 3 days out of school suspension.

Subsequent Offenses: 5 days out of school suspension, 10 days out of school suspension.

Firearms and Weapons (Refer to Policy and Regulation 2620 - Firearms and Weapons in School)

Possession of a firearm or weapon

First Offense: (Minimum of one-year suspension) Notification to law enforcement. Suspension and/or expulsion may be modified by the superintendent to the Board of Education.

Subsequent Offenses: Same above

Harassment

First Offense: 5 days of D.A.A.T.S

Subsequent Offenses: 5 days out of school suspension; 10 days out of school suspension.

Improper Display of Affection - Consensual kissing, fondling, or embracing

First Offense: Warning and notice filed

Subsequent Offenses: 1 day of D.A.A.T.S; 3 days of D.A.A.T.S

Improper Language

Threatening Language - Use of verbal, physical or written threats to do bodily harm to person or personal property.

Toward Staff:

First Offense: 5 days Out of School Suspension

Subsequent Offenses: 10 days Out of School Suspension/10 days Out of School Suspension; recommendation to Superintendent for additional days

Toward Students:

First Offense: 3 days of D.A.A.T.S / 2 Saturday schools

Subsequent Offenses: 5 days of D.A.A.T.S / 3 Saturday schools; Repeated or more serious offences will lead to further action

Use of Obscene or Vulgar Language - Language which depicts sexual acts, human waste, and blasphemous language

First Offense: 1 day of D.A.A.T.S

Subsequent Offenses: 1 day of D.A.A.T.S; 5 days of D.A.A.T.S

Directed toward Staff: First offense: 5 days out of school suspension. Subsequent offenses: 5 days OSS; 10 days OSS with recommendation to superintendent for further action.

Disruptive or Demeaning Language or Conduct - Use of hate language to demean other persons due to the race, gender, disability, natural origin, or religious beliefs. This provision also includes conduct, verbal, written, or symbolic speech which materially and substantially disrupts class, school activities, transportation, or school functions.

First Offense: 1 day of D.A.A.T.S

Subsequent Offenses: 1 day of D.A.A.T.S; 5 days of D.A.A.T.S

Inappropriate Sexual Conduct

Physical touching of another student in the area of the breasts, buttocks, or genitals

First Offense: 5 days of D.A.A.T.S

Subsequent Offenses: 5 days out of school of suspension; 10 days out of school suspension

Use of sexually intimidating language, objects, or pictures.

First Offense: 5 days of D.A.A.T.S

Subsequent Offenses: 5 days out of school of suspension; 10 days out of school suspension

Indecent Exposure - Includes display of breasts, buttocks and genitals in a public location

First Offense: 10 days out of school suspension. Notification to law enforcement

Subsequent Offenses: 10 days out of school suspension. Notification to law enforcement

Theft - Nonconsensual taking or attempt to take the property of another

First Offense: 3 days of D.A.A.T.S., make restitution

Subsequent Offenses: 5 days out of school suspension, make restitution; Repeated or more serious offences will lead to further action.

Tobacco - Possession or use of tobacco or tobacco products

First Offense: 3 days of D.A.A.T.S / 2 Saturday schools

Subsequent Offenses: 5 days of D.A.A.T.S / 3 Saturday schools; Repeated or more serious offences will lead to further action.

Truancy - Absent or tardy from class or classes without authorization (See also Policy and Regulation 2340 - Truancy and Educational Neglect.)

First Offense: 3 days of D.A.A.T.S / 2 Saturday schools

Subsequent Offenses: 3 days of D.A.A.T.S / 2 Saturday schools

Vandalism - Intentional damage or attempt to damage property belonging to the staff, students, or the District

First Offense: 1-3 days of D.A.A.T.S / 2 days of Saturday schools plus restitution

Subsequent Offenses: 5 days of D.A.A.T.S / 3 Saturday schools plus restitution; Repeated or more serious offences will lead to further action.

1. All detentions will be 2 hours (from 2:35pm to 4:30pm).
2. Saturday school will be from 8:00 am to 11:00 am with one (1) break.
3. DAATS may be assigned no more than 20 days per year; after that it will result in a suspension and/or Management School placement.
4. Failure to complete DAATS assigned placement will result in removal from school.
5. Administration has discretion to deviate with respect to any disciplinary infraction

DISCIPLINE OF STUDENTS WITH DISABILITIES

The Individuals with Disabilities Education Act (IDEA) Amendments of 1997 clarified the law and process of disciplining disabled students. Students with disabilities may have a modified discipline plan based on their disability and its ramifications. Principal may modify corrective actions as outlined in the student's Individual Education Plan (IEP).

Specific procedures occur when school personnel have behavioral concerns about a disabled student. A functional behavior assessment is done to determine why the behavior exists and what prompts the behavior. A manifestation determination is done to discover if there is a relationship between the student's disability and the behavior that is subject to a disciplinary action based on the findings of the behavior assessment and the manifestation determination, an outline in the plan, which is part of the student's IEP, to deal with problem behaviors.

If school officials believe that a child's placement is inappropriate, they can work with the child's parent through the IEP and placement processes to come up with an appropriate placement for the child. The goal of revising the IEP is to meet the needs of students, which results in his or her improved learning and the learning of others to ensure a safe environment.

Threats of Violence (De Soto Regulation 2674)

If the building principal determines that a threat of violence has occurred, the offending student will, for no more than ten (10) days, be suspended from school. The suspension will be reported immediately to the Superintendent. Attempts will be made to contact parents/guardians informing them of District disciplinary action. The suspension will be in effect until a meeting can be arranged with the offending student, the threatened individual and the building principal.

The principal, at his or her discretion, may choose to invite:

The guidance counselor
Director of Special Education
Juvenile authorities
The assistant principal
The Superintendent

With written parent/guardian consent, the following may also be invited to attend the meeting.

A member of the local police force
Mental health officials
Any other individual deemed to be able to add to the process

The nature of the threat, along with the student's past behavior, age and maturity level will be discussed at the meeting. The offending student will be given the opportunity to present any relevant information concerning the incident. Any incident where the student committed a violent act or possessed a weapon will be brought to the attention of the group and discussed during the meeting.

Following the meeting, the building principal will assign additional punishment that may include a required apology, additional OSS or ISS. The principal may also elect to refer the incident to the Superintendent, who may assign additional punishment up to 180 days of OSS or recommend expulsion to the Board of Education. With any decision to suspend a student for ten (10) or more days, the student will be given due process appropriate to suspension in excess of ten (10) days, as required by law. Any additional OSS assigned will outline the conditions under which the student may return to school.

Procedures mandated by the IDEA will be used, when required by law, where the IDEA protests a student who may subject to disciplinary actions under this policy.

De Soto School District Bullying Policy

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.

Cyberbullying means bullying as defined above through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to,

a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District may prohibit and discipline for cyberbullying that originates on any District campus or at a District activity if the electronic communication was made using the school's technological resources, if there is a sufficient nexus to the educational environment, or if the electronic communication was made on the District's campus or at a District activity using the student's own personal technological resources. Further, students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline.

Bullying, as defined in this policy, is strictly prohibited. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their building principal. District employees are required to report any instance of bullying of which the employee has witnessed within two (2) school days of the occurrence. Employees shall report the occurrence to the building principal, who is the person the District designates to receive reports of incidents of bullying. A principal who receives a report of an incident of bullying shall initiate an investigation into the allegations within two (2) school days of receipt of the report. The principal may assign other employees to assist in the investigation, or request that the superintendent assign an outside investigator. The investigation shall be completed within ten school days from the date of the written report of bullying unless good cause exists to extend the investigation. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

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 incidences, etc. Possible consequences to a student for a violation of this policy include: loss of privileges, classroom detention, conference with teacher, parents contacted, conference with principal, in school suspension, out-of-school suspension, expulsion and law enforcement contacted.

The District shall give annual notice of the policy to students, parents or guardians, and staff. This policy shall be included in all student handbooks. This policy shall also be posted on the District's web page (as a Board policy) and a copy shall be placed in the District Administrative Office.

The District shall provide information and appropriate training to District staff who have significant contact with students regarding the policy. All staff with significant student contact shall be trained on the requirements of this policy on an annual basis.

The District shall provide education and information to students regarding bullying, including information regarding this policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, reprisal, or retaliation against any person who reports an act of bullying. The District shall instruct its school counselors, school social workers, licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for students to overcome bullying's negative effects. Such techniques include but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself or herself assertively and effectively; helping the student develop social skills or encouraging the student to develop an internal locus of control. District administrators will implement programs and other initiatives to address bullying, to respond to such conduct in a manner that does not stigmatize the victim, and to make resources or referrals available to victims of bullying.

Bullying Incident Report Form – De Soto School District

If you have been the target of bullying or have witnessed the bullying of a district student, complete this form and submit to the building principal. Complaints against building principals should be submitted to the Superintendent. Complaints against the Superintendent should be submitted to the Board of Education. Reports of bullying will be investigated and disciplinary action will be taken as warranted.

Date/Time Report Filed: _____ **Your**
Name*: _____

Contact
Information: _____

Indicate the appropriate response to the following with a check mark(s):

You are a: Student _____ Parent _____ Employee _____ Volunteer _____

Date(s) of alleged bullying:

Name(s) of student(s) subjected to bullying:

Person(s) alleged to have committed the bullying:

Name(s) of Witness(es):

Have you reported this to anyone else: Yes _____

No _____

If so, who? When?

Summarize the incident(s) or occurrence(s) of bullying as accurately as possible. If necessary, attach additional sheets or documentation.

***Signature of Complainant**

***Students have the right to complete this form anonymously. However, it will be easier for the District to investigate this matter if as much information as possible is provided. Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter's future employment, grades, learning, or working environment. A complainant that falsely accuses someone will be subject to disciplinary action.**

This section is for use of District Administration

Date/Time Report

Received: _____

Date/Time Investigation

Started: _____

Date/Time Central Office Notified:

Investigative Action taken:

Result of Investigation/Action taken:

Date/Time Investigation Completed:

Date/Time Central Office Notified of Completed Investigation:

Signature of Investigator:
