

# **MISSOURI CITY SCHOOL STUDENT HANDBOOK**



**Date Adopted 1985  
Revised 8/92, 8/94, 10/95, 8/96,  
8/97,  
8/98, 8/99, 8/01, 10/04, 01/08,  
5/08, 8/16, 5/19, 4/20 & 8/20**

**STUDENT HANDBOOK  
MISSOURI CITY ELEMENTARY SCHOOL  
P.O. BOX 259  
MISSOURI CITY, MO 64072  
OFFICE (816) 750-4391  
SCHOOL WEBSITE [mocity.k12.mo.us](http://mocity.k12.mo.us)**

Superintendent/Principal. . . . .Ms. Charlotte Baker

Board Secretary/School Secretary . . . . . Teresa McKown

Kindergarten, First, Second Grade Teacher. . . . .Cassidy Childerston

Third, Fourth, Fifth Grade Teacher . . . . . Alyssa Trickey

Sixth, Seventh, and Eighth Grade Teacher . . . . .Lindsey Simanowitz

Special Education Teacher. . . . .Jolene  
Palmer

Librarian. . . . . Linda Rogge

Librarian Aide. . . . . Rebecca Thomas

Art. . . . . LeeAnn Messer

Counselor . . . . . Charlotte Baker

Music. . . . . LeeAnn Messer

Physical Education. . . . .Melissa Munkers

Food Service/Custodian. . . . . Tammy Johnson

Aide. . . . .Holly Palmer

Bus Driver. . . . .Gary Thomas

Dear Parents and Guardians,

Welcome to Missouri City School! We are proud to be a child-centered, family-oriented, small school where each child is precious to us.

Missouri City School is the heart and soul of our community. It was established in 1854. Over the years we have won many accolades and we are accredited by the state of Missouri.

Our dedicated and talented staff is deeply committed to each one of our children. Each student is met at their individual level and is propelled along his/her educational path with high expectations, rigor, understanding, and nurturing.

If you have questions or ideas concerning your child feel free to contact your child's teacher. If you feel that the issue has not been resolved, please contact me. We want your child to learn through a fun and academically rich school experience.

Sincerely,

Charlotte Baker

Principal/Superintendent

Missouri City Elementary School 56



## **Mission**

Missouri City School provides a positive child-centered environment in which all students, parents, staff, and community members are dedicated to lifelong learning. Emphasis is placed on acceleration instead of remediation.

## **Vision**

To ensure that all students leaving Missouri City School are:

1. self-directed decision makers, readers and researchers
2. hard workers and have high expectations of themselves
3. self-assessors applying what they've learned to life
4. reflective, recognizing past growth as they plan for the future
5. able to deal with conflict and accept challenges in a positive way
6. problem solvers
7. accepting similarities and differences in self and others
8. capable of being successful team members

9. responsible citizens who are giving back to the community

### **Parents and Educators for Responsible Choices (PERC)**

PERC is a not-for-profit organization made up of volunteers that include school staff members, community adults and youth, and area service providers who volunteer their time. The primary goal of this organization is to educate parents and students in the community about drug and alcohol prevention. This is accomplished through organizing and sponsoring many programs, events and activities which include: annual spaghetti dinners, chili dinners, achievement awards, staff appreciation gifts, annual community parade, wellness fair, carnival, and summer activities. PERC relies on government grants and donations made by the community to fund our programs. These generous contributions allow PERC to offer these activities at no cost to the community. The PERC committee is led by Cassidy Russell.

### **SCHOOL LUNCHES**

Nutritious lunches are provided by Missouri City Elementary School and are available to all students in grades K-8. The cost of the lunch is supplemented with funds provided by the United States Congress and commodities supplied by the Department of Agriculture. The purpose of the 1946 School Lunch Act under which we operate is, "to safeguard the health and well-being of the nation's children."

Normally, applications for lunch assistance are sent home on the first day of school and are available in the school office upon request. The child may receive lunch from the day his/her application is given to the school office until notified of acceptance or denial. Ten working days are allowed for this purpose.

Breakfast is served before school. The cost of breakfast is \$0.75. The cost of a complete lunch for students is \$1.50, which includes the milk. The cost of extra milk is \$0.25. The cost of a complete lunch for adults is \$2.25. The cost for an adult breakfast is \$1.00. If you will be visiting the cafeteria for lunch, please call and notify the cafeteria **by 10:30** in the morning.

**All meals are to be prepaid.** If you are purchasing meals for the entire week, payment is expected on Monday morning. Payments may be made for more than one week if desired. Money not used during the week will be held on account for your student. Money for breakfast, lunch, or extra milk will be collected by the secretary in the office before school. Accounts deficit may increase up to \$-10.00 before a peanut butter and jelly will be served. If paying for meals with cash, please enclose money in an envelope with the child's full name on the outside. *Checks should be made payable to Missouri City School.*

Students are not allowed to bring soda pop, energy drinks, or gum from home to be used in the building. There is a policy for all snacks brought into the building to be less than 12 grams of sugar. The only exception to this rule is holiday and birthday parties.

### **SCHOOL POLICIES AND PROCEDURES**

It is important that every student is on time to school. As of right now, all students will enter through the main school entrance at the front doors. Walkers and car riders will be allowed to

enter at 8:45am and bus riders will enter at 8:45am (as normal). Students should not arrive any earlier than their designated time. Students arriving late to school must check in at the office. Written permission from the parent is required before the child may leave the building early. Every child must be checked out through the office. After school, children must go straight home.

### **DAILY SCHEDULE**

8:45 Doors open for walkers & car riders, Breakfast served in classroom

8:45 Doors open for bus riders, Breakfast served in classroom

8:55 Warning Bell- First Bell

9:00 School Begins- Second Bell

11:45 Lunch (K-8)

Recess (as scheduled per classroom teacher to ensure distancing)

3:45 School ends-Bell ....will be dismissed by classroom teachers to ensure distancing

### **ELEMENTARY SCHOOL HOURS**

Grades K-8 9:00 am – 3:45 pm

Breakfast 8:45 am – 9:00 am

### **ATTENDANCE POLICY**

1. All students are expected to attend school regularly and be on time for classes in order to benefit maximally from the instructional program and to develop habits of punctuality, self-discipline and responsibility. There is a direct relationship between poor attendance and class failure. Students who have good attendance generally achieve higher grades, enjoy school more, and are much more employable after leaving school.

2. Each student shall follow these procedures when it is necessary to be absent from school. On the days a student is absent, a parent or guardian MUST notify the secretary's office by phone of the absence. (School phone number is (816) 750-4391.) A phone call should be made before 10:00 a.m. If not, the school secretary will call. If the student will be out for several days, a call on the first day will be sufficient. If a student is absent more than the original days indicated, a second phone call will need to be made by the parent/guardian to the office.

When a student is absent for one or more days, they must report to the office first thing in the morning when they return. The student is required to have a written note from home, signed and dated by the parent or guardian, giving the reason for the absence. If the absence was due to an appointment, the written note must include the doctor's name. In-school suspension may result if failure to follow this procedure.

3. An absence will be listed as excused if verified by the parent or guardian and approved by the administrator for one of the following reasons with proper documentation.

- Illness of the pupil

- Serious illness or emergency in the immediate family
- Professional appointments
- Funerals of immediate family members
- Court appointments
- Failure of school bus to transport pupils

4. An absence shall be classified as unexcused when it cannot be classified under those reasons listed for an excused absence. Examples of unexcused absences are:

- Truant
- Suspensions from school
- Employment
- Babysitting
- Errands
- Shopping Trips
- Hair appointments
- Other avoidable reasons

5. Students are required to make up for missed work. The amount of days missed equals the amount of days to make up missed work.

6. A student shall be allowed no more than ten (10) absences per semester, excused or unexcused, except as set forth in the section titled "Excused and Unexcused Absences." Excused absences will not count against the ten days if accompanied by proper documentation.

### **SCHOLASTIC ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES**

In order to participate in extracurricular activities, all students are expected to maintain a "C" average. The student's grades will be reviewed every week beginning in September to determine their eligibility. They must be in school all day the day of the activity. Loss of eligibility will mean loss of participation in basketball practice as well as in games. It will also affect all extracurricular activities, such as school dances, cheerleading, etc.

### **DRESS CODE**

The following is the policy of the Board of Education of Missouri City Elementary School governing dress and grooming for the students. It shall be the policy of the Board of Education to encourage all students to dress in a moderate type and style of clothing that is appropriate for school activities and to develop habits of personal grooming that contribute to health and safety.

Students whose dress and grooming can reasonably be expected to be distracting or hazardous will be counseled and may be sent home for correction.

Wearing Apparel:



1. If wearing shorts, walking shorts or skirts, they must be of modest length. Bermuda shorts, dress shorts, or coaching shorts are appropriate. No bicycle shorts or running shorts; short shorts are unacceptable.
2. No actual or implied obscenities will be permitted on any garment of clothing. No clothing with alcohol, tobacco, drug or sexual content will be allowed. The student may be sent home or required to turn the clothing wrong side out.
3. Some type of shoe, boot, or sandal must be worn. No house slippers. No wheelies.
4. Hoods, hats or caps shall not be worn in the school.
5. Shirts must be long enough so no skin is exposed around the midsection. No low cut tops. No backless, halter-tops, or spaghetti strap tops may be worn.
6. No part of any underwear (underpants or bra) may be shown at any time.

#### **TEXTBOOKS**

Textbooks are furnished by the Missouri City Elementary School District. Care of textbooks is the responsibility of the students to whom they are issued. Students will be charged for lost or damaged books.

#### **HALL TRAFFIC**

To eliminate confusion and congestion, students should walk on the right side of halls and stairs. No student, with the exception of office assistants, shall be in the halls during a class period without a teacher's permission. Hall passes are required.

#### **CHANGE OF ADDRESS OR OTHER INFORMATION**

Please report any change of student information immediately to the main office. (i.e., change of address, home phone numbers, parent work numbers, etc)

#### **TELEPHONES AND ELECTRONIC DEVICES**

Office phones may be used only with permission of staff. No cell phones are permitted to be used during school hours. No electronic devices are allowed unless approved by the classroom teacher. All electronic devices, including cell phones, must be turned in to the office when students arrive at school. They may be retrieved from the office after students are dismissed at the end of the day.

#### **INSUBORDINATION**

If any student is insubordinate to a teacher or refuses to obey the teacher's request, the student may be sent home and will not be readmitted to school until a parent conference is held with the teacher and principal.

## **PROGRESS REPORTS AND PARENT CONFERENCES**

Students are given report cards quarterly. Generally they are given to students in October, January, March, and the last day of school. Midterm reports are given out in September, November, February and April.

Parent/teacher conferences are scheduled in the fall and spring. Parents should feel free to call the school for additional conferences whenever necessary throughout the year.

## **HONOR ROLL**

The three honor rolls for Missouri City Elementary School are:

1. The Principal's Honor Roll

ALL "A"s

2. A Honor Roll

ALL "A"s, only one "B" allowed

3. B Honor Roll

ALL "A"s & "B"s, only one "C" allowed

## **INSURANCE**

The school does not supply insurance for accidental injuries.

## **STANDARDIZED TESTING**

Missouri City School has a planned testing program so that student progress can be monitored. Brigance Tests are given to kindergarten enrollees and first grade enrollees who have not attended kindergarten. The MAP test is given in third through eighth grade. Eighth graders will also take the End of Course exam in the spring.

## **TRANSFER PROCEDURES**

If you are moving to a school outside of the district, a copy of the records will be sent to the receiving school upon its request. You must contact this school to make sure that all obligations have been met before records will be sent.

## **PARENTS' RIGHTS TO STUDENT RECORDS**

Parents or legal guardians of students in the Missouri City Elementary School District are reminded that upon written request they may examine their child's permanent school record. Arrangements for examining and reviewing records are to be made with the principal. The reviewing of records will be scheduled no later than forty-five days from the receipt of the written request.

## **LIBRARY MATERIALS**

In order to ensure that the library materials are returned in a timely manner, and are available for other students to enjoy, they will be checked out for a one-week time period. Library materials checked out by a student become the responsibility of that student until it is checked in by the librarian or one of the aides. Any book, tape, magazine or movie that is not returned, or is damaged, will be fined. This fine must be paid before the student's grade card will be released. A signed receipt will be issued. Damaged materials must be paid for by the student.

### **NEW KINDERGARTEN AND FIRST GRADE ENTRY STATUTE**

Senate Bill 572 was adopted into law and became effective on July 1, 1997. The bill amends Section 16.051 to provide that students whose fifth birthday occurs before the first day of August are eligible for Kindergarten for state aid and other purposes.

Section 160.053 was amended to authorize the first day of August as the cutoff date for admission to kindergarten and first grade. The "window" for early-entry evaluation has been eliminated.

The St. Louis City and Kansas City Public schools are authorized to establish cutoff dates on any date between August 1 and October 1. Students who begin the school year in Kindergarten or the first grade in the St. Louis and Kansas City systems and who later transfer to another school district in the state are eligible for enrollment.

The new statute is silent with regard to students transferring from outside the state of Missouri.

### **HEALTH-IMMUNIZATIONS**

All students attending school in the Missouri City Elementary School District shall be in full compliance with Missouri State Law specifying immunization against communicable diseases. All students failing to show proof of immunization against Polio, Diphtheria, Pertussis, Measles, Mumps, Rubella, and Hepatitis B shall be denied enrollment or attendance in the Missouri City Elementary School District. Proof must be provided before the first day of school. Exemptions from compliance must be in accordance with the provisions of the law. A health record is kept on each child. If additional immunizations are received, please call or send notification to the school.

### **HEALTH-VISION EXAMINATIONS**

A vision screening administered by a physician or optometrist is required before students can be enrolled in school. Beginning July 1, 2008, students enrolling in kindergarten or first grade will be required to receive a vision examination from a state licensed optometrist or physician. Beginning on July 1, 2008 and continuing through the 2022-2023 school year, a trained district nurse or other qualified district employee will conduct eye screening exams for every student prior to the completion of first grade and will again screen before the completion of third grade. If a student fails an eye screening, the district will notify the parent/guardian of the results of the eye screening and will require the student to receive a complete eye exam from an

optometrist or physician. Students will be excused from the eye screening examination if a student's parent/guardian submits a written objection to the exam addressed to the student's principal.

### **THE HEALTH PROGRAM**

The health program includes a variety of services and requires some specific information that the school will request. Some of the general services include:

1. Vision screenings prior to the completion of first and third grade.
2. Hearing screening is done by the use of the audiometer for all students each year.
3. Speech screening for K-2, new students, and previously serviced students is done annually.
4. A registered hygienist from Clay County Health Department conducts a dental inspection of all students each year.

If your child is sick please do not send him/her to school. Parents are asked to pick up their child from school in the event of illness or serious injury.

General criteria for sending a child home will be a temperature of 99.6, complaints of general illness, vomiting, diarrhea, severe coughing or suspicion of a communicable disease. Students should not return to school until symptom free for 24 hours. For Covid-19 related situations, refer to the Return-to-Learn Guidelines and Procedures document. In some cases a physician's statement will be required, such as head lice, scabies, impetigo, pink eye, Covid-19, and scarlatina.

### **MEDICINE AT SCHOOL**

In an effort to provide for the health and safety of students avoiding the misuse of medication, the following procedures now apply for dispensing medications in the Missouri City School District.

**SCHOOL PERSONNEL WILL NOT GIVE MEDICATION TO STUDENTS UNLESS THE FOLLOWING CONDITIONS HAVE BEEN MET:**

1. Written instructions from a physician/parent will be required before ANY medications can be dispensed to a student. These instructions should include the name, dose, route, and time the medication is to be administered, along with the indications for administration and expected side effects. For prescription medication, the start and stop date for administration must also be provided. (The medicine label provided by the pharmacy at the physician's direction will be sufficient.)

\*Aspirin will not be administered to children due to its known link to Reye's Syndrome.

2. A signed waiver from the parent or guardian giving permission to give the medication must be brought in with the medication or the medication WILL NOT be given by school personnel.
3. ALL medications must be brought to the school in the ORIGINAL container by a parent or designated adult. STUDENTS ARE NOT TO CARRY MEDICINES TO OR FROM SCHOOL (Exceptions: Inhalers or Diabetic medications.) Prescription medication must have a pharmaceutical label attached.
4. Inhalers for asthmatic conditions may be carried by the student and self-administered as the student has been instructed by their physician. This will be allowed after proper authorization has been documented from the parent of guardian and physician.
5. School personnel will not be responsible for administering injectable medication. If a medical condition exists requiring injectable medication, arrangements must be made by the parent/guardian (i.e., asthma, allergies, diabetes, bee stings, etc.)
6. All student medication will be kept in the school office, with the exception of inhalers as deemed appropriate.
7. Medication shall be returned to the parent/guardian or disposed of when no longer needed. An adult must pick up the remaining medicine. It will not be sent home with a child.

Students are to be responsible for coming to the office at the proper time for their medicine. The person designated by the principal will supervise the taking of all medicine.

### **TRANSPORTATION**

Free transportation is provided by law for all elementary students who live more than one mile from school or who live on routes judged by the Board of Education to be unreasonably hazardous. We try to be as accommodating as possible. If additional information is needed, please call the school.

It is standard procedure that the bus will run for Liberty High School as long as Missouri City School is in session.

Students going to a friend's house after school must have written permission from the student's parent and the friend's parent. These permissions must be turned into the secretary first thing in the morning. Special accommodations may be made through Teresa and the administrator.

### **BUS RULES**

1. Observe same conduct as in classroom
2. Be courteous, use no profane language

3. Do not eat or drink on the bus
4. Keep bus clean
5. Cooperate with the driver
6. Do not smoke
7. Do not be destructive
8. Stay in your seat
9. Keep hands and feet inside the bus
10. Bus driver is authorized to assign seats

### **SAFETY RULES- Bus, Walkers, Bicycle**

#### **Bus Safety**

- Learn the bus safety rules.
- Obey the bus driver.
- Be on time at your bus stop- not too early-not too late.
- Get on the bus and immediately be seated.
- Sit quietly in your seat.
- Do not stick your hands or head out of the window.
- Stay seated until the bus comes to a complete stop.
- Move away from the bus quickly.
- Stay clear of the rear wheels of the bus.
- Students may bring only those items (musical instruments, books etc.) onto the bus that are small enough to be held on their laps without interfering with the seating of other passengers, or that can be placed in an assigned area if sufficient need is indicated. Large objects are not to be placed on the front seat.

#### **Walker Safety**

- Practice the best route to school or to the bus stop.
- Cross streets only at crosswalks.
- Walk on sidewalks wherever possible.
- Walk facing traffic where there are no sidewalks.
- Don't accept rides or even talk to strangers.
- Walk directly to school.
- Walk directly home.
- Do not play on the way to or from school.
- Bad weather means to be extra alert.
- Help others by showing them the right way to walk.

#### **Bicycle Safety**

- Obey traffic regulations.
- Signal before you turn or stop.

- Think ahead.
- Don't show off.
- Yield to cars.
- Watch for pedestrians.
- Avoid heavy traffic.
- Beware of parked cars.
- Stay alert for special hazards.
- Drive defensively.
- Park bike in bike rack.

### **SCHOOL VISITATION**

We are eager to share the activities and projects of individual students and groups of students with parents. Parents are invited to visit school at any time. However, we ask parents, visitors and vendors to limit their visits during the pandemic. We will inform you as things progress and these opportunities open up again. As always, students from other schools will not be permitted to spend the day at Missouri City School.

During the pandemic, visitors will be limited. As this situation changes, it is required that visitors come to the office and sign in upon arrival in the building to receive a visitor's badge. Visitors are required to sign out and return the badge before leaving the building.

A visitor should not interrupt the teacher during his/her class. The day ends at 3:45 when teachers dismiss students after the last bell.

An open house may be held during the school year so that all parents will have an opportunity to tour the building and see the results of activities that take place each day. Open house will be posted on the school calendar.

### **INCLEMENT WEATHER**

In case of inclement weather, announcements will first be placed on KCMO Radio 81 (AM), 95 (FM), and 61 Country (AM). Local TV stations (KCTV/CBS/5, FOX/4, KMBC/ABC/9) frequently update listings. The message on the radio will be given as "school dismissed" or as "school delayed". If we run the "school delayed" schedule we will start school at 10:45 p.m. instead of 8:45 a.m. Bus routes will be delayed exactly 2 hours on the delayed schedule.

### **WEAPONS IN SCHOOL**

The possession or use of weapons by any person, except as authorized by law, is prohibited in all school buildings, on or about school grounds, and at all school activities.

A weapon shall be defined as any instrument or device customarily used for attack or defense against an opponent, adversary or victim; or any instrument or device used to inflict physical injury or harm to another person.

Violators of this policy may be referred to the appropriate legal authorities. In addition, any student who violates this policy will be subject to suspension and/or expulsion from school.

In accordance with federal law, any student who brings or possesses a firearm (as defined in 18 U.S.C. 921) on school property will be suspended from school for at least one calendar year. The suspension may be modified on a case-by-case basis upon recommendation by the superintendent to the Board of Education.

**ALCOHOL OR TOBACCO PRODUCTS ON SCHOOL GROUNDS**

Possession, sale, purchase, or distribution of any over the counter, prescription, illegal drugs, alcohol, or tobacco product is prohibited on school grounds. Attendance while under the influence of or soon after consuming these substances is not allowed.



## **Missouri City School Goals 2022-2023 (Revised 2022)**

### **Goal: CONTINUE KNOWLEDGE AND USE OF TECHNOLOGY**

- Expand use of network
- Make technology, magazines, journals accessible
- Peer teaching (students & staff)
- Make sure every student uses computers
- Increase the amount of computer generated materials by students
- Keyboarding will be started in the third grade with progressive mastery displayed and recorded each year. Words per minute will be reported on the grade card.

### **Goal: CONTINUE IMPROVEMENT OF READING SKILLS**

- Utilize Reading A-Z as the primary program and Chapter Books as supplemental programs in grades K-5. Grades 6-8 will use literature and grammar.
- Implement a homework program or guide. Each teacher decides the level or amount for each grade to reinforce reading skills. Have each parent sign off on the homework policy.
- Book Reports. Report of this on grade cards.
- Weekly reading logs: incentives for 100% completion.
- Weekly newsletters to the parents are color coded by grade level. It is noted on grade cards how many notes sent home and how many returned.
- Homework/Tutoring room available with a staff member.

### **Goal: IMPROVE SCIENCE SKILLS**

- Make sure each student successfully uses science laboratory equipment
- Increase minutes in Science experiences.

### **Goal: DEVELOP SYSTEM WIDE IMPROVEMENT IN CURRICULUM INSTRUCTION AND ASSESSMENT**

- Teachers, administrators, parents and students will be used to analyze, organize, and revise curriculum to fit the Grade Level Expectations through the Missouri Learning Standards.
- Curriculum will be analyzed and revised annually on a rotational basis.
- Incorporate authentic assessment in personalized, thematic, integrated projects to increase accountability
- Effectiveness of curriculum and instruction will be evaluated annually through review of students standardized test scores and the NEE (National Educator Evaluation) assessment system.

### **Goal: ALTERNATIVE ASSESSMENT**

- Teachers, administrators, parents and students will be used to analyze, organize, and implement new methods of authentic assessment such as the presentations and dissertations demonstrating mastery of the Grade Level Expectations/Missouri Learning Standards. Teachers will evaluate the presentations.

**Missouri City School**  
**ESSA COMPLAINT PROCEDURES**

**(As revised by Missouri Department of Elementary and Secondary Education April 2017)**

The following complaint resolution procedures apply to all programs administered by the Missouri Department of Elementary & Secondary Education (DESE) under the Every Student Succeeds Act of 2015 (ESSA). Programs include Title I. A, B, C, D, Title II, Title III, Title IV.A, Title V.

**Definition of a Complaint**

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

All written complaints regarding programs implemented at Missouri City School District shall be made to Dr. Matt Copeland, Superintendent of Schools, 700 E. Main, Missouri City, Missouri 64072

**Who May File a Complaint**

Any individual or organization may file a complaint. Complaints may be filed with the local education agency (LEA) or with the Missouri Department of Elementary and Secondary Education (DESE).

**Complaints Received by the Local Education Agency (LEA)**

Complaints filed with the local district concerning ESSA program operations in the Missouri City School District are to be investigated and resolved by the district according to locally developed procedures, when at all possible. Such procedures provide for:

1. disseminating procedures
2. procedures regarding complaint resolution will be available upon request in all administrative offices within the district,
3. informal complaints will be addressed in a prompt and courteous manner,
4. the state educational agency (DESE) will be notified within 15 days of receipt of written complaints,
5. timely investigation and processing of complaints will be completed within 30 days, with an additional 30 days if exceptional conditions exist,
6. complaint findings and resolutions will be disseminated to all parties of the complaint and the local school board within 30 days of the conclusion of the investigation.

A complaint not resolved at the local level may be appealed to the Missouri Department of Elementary and Secondary Education, which will be processed according to the procedures outlined in sections below.

## **Complaints Received by the Department of Elementary and Secondary Education (DESE)**

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

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

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

The following activities will occur in the investigation:

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

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

### **Appeals to the Department of Elementary and Secondary Education**

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

If a complaint is not resolved at the state level (Department of Elementary and Secondary Education), the complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

## Procedure Dissemination

1. This procedure will be disseminated annually to all parents at the beginning of year packets.
2. Complaint procedures will be posted on the district website: [www.mocity.k12.mo.us](http://www.mocity.k12.mo.us)
3. Complaint procedures will also be available in the office.
4. Additional information regarding ESSA complaint procedures may be obtained at the state website <http://dese.mo.gov>
5. DESE will keep records of any complaints filed through this policy.

## 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, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Missouri City School 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, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

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

Missouri City School 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).

Missouri City School 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 Missouri City School, from 9:00 a.m. to 3:30 p.m., Monday through Friday.

This notice will be provided in native languages as appropriate.