

Riverview Gardens School District

1370 Northumberland Drive ::: St. Louis, MO 63137 ::: 314.869.2505

Behavior Guide and Discipline Procedures for Elementary Students



Danforth

Gibson

Glasgow

Highland

Koch

LeMasters

Lewis & Clark

Meadows

Moline



RIVERVIEW GARDENS
SCHOOL DISTRICT
Discipline Handbook Receipt Form

Please sign and return this form to your student's teacher or advocate.

I have received a copy of the District's Behavior Guide and Discipline Procedures handbook. I have been informed that it is my student's and my responsibility to read and follow the Code of Conduct of the Riverview Gardens School District.

Date

Parent/Guardian Signature

Student Signature

School

Teacher/Advocate

If you have any questions regarding information in this handbook, please contact your school principal.

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RGSD Mission, Vision and Value Statements

District Mission - The Riverview Gardens School District, along with families and the community, nurtures academic excellence in all students, preparing them to be college and career ready in an ever-changing society.

District Vision - The Riverview Gardens School District creates a community of learners equipped to be competitors in a global society and leaders demonstrating social and civic responsibility.

Value Statements

- **STUDENT FOCUS**
Students are at the forefront of all decisions.
- **MEETING THE NEEDS OF THE WHOLE STUDENT**
A safe learning climate and caring staff are essential to meeting the social, emotional and academic needs of all students.
- **COLLABORATION**
The school, families and community work together, supporting each other.
- **INTEGRITY**
We demonstrate honesty, transparency, ethical behavior and trustworthiness in everything we do every day.

Nondiscrimination policy

The Riverview Gardens School District does not discriminate on the basis of race, creed, sex or handicapping conditions in the provision of educational services, admissions or employment.

If you have inquiries or concerns regarding the application of this nondiscrimination policy, you may contact the local school principal or the Assistant Superintendent or Superintendent at 1370 Northumberland Dr., St. Louis, MO 63137. Phone 314-869-2505.

Special Administrative Board

Dr. Lynn Beckwith, Jr., Advanced C.B.M.
Ms. Veronica Morrow-Reel, Master C.B.M.
Ms. Mary Oswald, C.B.M.

Chairman
Vice-Chairman
Secretary/Treasurer

Central Office Administration

Dr. Scott Spurgeon	Superintendent of Schools
Dr. Stacey Nichols	Assistant Superintendent of Curriculum & Instruction
Ms. Monica Williams-Woods	Assistant Superintendent of Human Resource
Ms. Elizabeth Austin	Assistant Superintendent of Leadership and Accountability
Dr. Tanya Patton	Assistant Superintendent of Student, School, and Community Support Services
Dr. Lavon Singleton	Chief Financial Officer
Mr. Ishmael Sistrunk	Executive Director of Communications
Dr. Phil Kennedy	Executive Director of Assessment
Ms. Shannon Ebron	Director of Food Services
Dr. E'Mita Meeks-Williams	Director of Early Childhood Education Center
Dr. Jesolyn Larry	Director of Technology
Mr. Warren Newton	Director of Safety and Security
Ms. Kimberly Loomis	Director of Federal Programs
Ms. Barbara Sharp	Professional Development Coordinator
Ms. Tonya Ross	Curriculum Coordinator
Dr. Chad Lent	Director of Special Education
Ms. Sha Fields	Coordinator of Board Governance

Riverview Gardens School District

Riverview Gardens School District does not discriminate in treatment, admission or access and participation in district programs and activities on the basis of sex, race, color, age, national origin or disability. The Assistant Superintendent for Human Resources has been designated to coordinate the district's effort to comply with the regulations as it relates to adults, and the Assistant Superintendent of Student Services as it relates to students, to comply with the regulations implementing Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. These administrators may be reached at 314- 869- 2505.

Riverview Gardens Schools

Michelle Obama Early Childhood Center
Home of the Little Explorers
1111 St. Cyr Rd, St. Louis, MO 63137
(314) 869-3211
Director: Dr. E'mita Meeks-Williams

Danforth Elementary
Home of the Dragons
1134 St. Cyr Rd, St. Louis, MO 63137
(314) 868-9524
Principal: Dr. Sheri Schjolberg

Gibson Elementary
Home of the Geckos
9926 Fonda Drive, St. Louis, MO, 63137
(314) 869-4845
Principal: Dr. Crystal Henderson

Glasgow Elementary
Home of the Cheetahs
10560 Renfrew Drive, St. Louis, MO, 63137
(314) 868-4680
Principal: LaKena Curtis

Highland Elementary
Home of the Huskies
174 Shepley Drive, St. Louis, MO, 63137
(314) 868-4561
Principal: Travis Ford

Koch Elementary
Home of the Cougars
1910 Exuma Drive, St. Louis, MO 63136
(314) 868-3029
Principal: LaShaunda Johnson

Lemasters Elementary
Home of the Lions
1825 Crown Point Drive, St. Louis, MO 63136
(314) 868-8192
Principal: Travis Brown, Jr.

Lewis & Clark Elementary
Home of the Junior Rams
10242 Prince Drive, St. Louis, MO 63136
(314) 868-5205
Principal: Tiandra Bland

Meadows Elementary
Home of the Mustangs
9801 Edgefield Drive, St. Louis, MO, 63136
(314) 868-2454
Principal: Dr. Windy Winfield

Moline Elementary
Home of the Trailblazers
9865 Winkler Drive, St. Louis, MO, 63136
(314) 868-9829
Principal: Amber White

Central Middle School
Home of the Jr. Rams
9800 Patricia Barkalow Dr., St. Louis, MO, 63137
(314) 867-2603
Principal: Rachel Clark

Westview Middle School
Home of the Eagles
1950 Nemnich Drive, St. Louis, MO, 63136
(314) 867-0410
Principal: Dominic Lenoir

Riverview Gardens High School
Home of the Rams
1218 Shepley Drive, St. Louis, MO 63137
(314) 869-4700
Principal: Traci Nave

RIVERVIEW GARDENS SCHOOL DISTRICT

A message from the Superintendent

Dear Valued Parents, Guardians, and Students,

We begin the 2020-2021 school year with the goal of restoring academic honor to all of our schools. We have high expectations of raising student achievement and regaining district accreditation. It is critical that all students have the opportunity to be productive, creative and valued in our schools, so they can attain their goals.

As partners in educating our youth, we ask parents and guardians to review the contents with your child and contact your school principal if you have any questions or concerns.

We appreciate your continued support and commitment to the Riverview Gardens School District as we focus on excellence in all our efforts every day in delivering the highest quality education that all of our students deserve.

Sincerely,

Scott D. Spurgeon, Ed. D.

RIVERVIEW GARDENS

SCHOOL DISTRICT

A Message from our Principals

Dear Parents, Guardians and Students,

We believe students do their best learning, and teachers do their best instruction, in an atmosphere where appropriate behavior is expected and demonstrated. We believe students choose their behaviors and can learn to make appropriate choices. The responsibility for school conduct involves students, teachers, parents, administrators and the community to ensure an effective discipline program.

Sincerely,

Dr. E'mita Williams, Director

Early Childhood Education Center

Dr. Sheri Schjolberg, Principal

Danforth Elementary School

Dr. Crystal Henderson, Principal

Gibson Elementary School

Ms. LaKena Curtis, Principal

Glasgow Elementary School

Mr. Travis Ford, Principal

Highland Elementary School

Mrs. LaShanda Johnson, Principal

Koch Elementary School

Mr. Travis Brown, Jr., Principal

Lemasters Elementary School

Mrs. Tiandra Bland, Principal

Lewis & Clark Elementary School

Dr. Windy Winfield, Principal

Meadows Elementary School

Ms. Amber White, Principal

Moline Elementary School

Ms. Rachel Clark, Principal

Central Middle School







Mr. Dominic Lenoir, Principal

Westview Middle School

Ms. Traci Nave, Principal

Riverview Gardens High School

District Calendar

 Riverview Gardens School District 2021-2022 Calendar																											
July 2021							January 2022																				
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S														
				1	2	3							1														
4	5	6	7	8	9	10	2	3	4	5	6	7	8														
11	12	13	14	15	16	17	9	10	11	12	13	14	15														
18	19	20	21	22	23	24	16	17	18	19	20	21	22														
25	26	27	28	29	30	31	23	24	25	26	27	28	29														
August 2021							February 2022																				
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S														
1		3	4	5	6	7			1	2	3	4	5														
8	9	10	11	12	13	14	6	7	8	9	10	11	12														
15	16	17	18	19	20	21	13	14	15	16	17	18	19														
22	23	24	25	26	27	28	20	21	22	23	24	25	26														
29	30	31					27	28																			
September 2021							March 2022																				
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S														
			1	2	3	4			1	2	3	4	5														
5	6	7	8	9	10	11	6	7	8	9	10	11	12														
12	13	14	15	16	17	18	13	14	15	16	17	18	19														
19	20	21	22	23	24	25	20	21	22	23	24	25	26														
26	27	28	29	30			27	28	29	30	31																
October 2021							April 2022																				
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S														
					1	2						1	2														
3	4	5	6	7	8	9	3	4	5	6	7	8	9														
10	11	12	13	14	15	16	10	11	12	13	14	15	16														
17	18	19	20	21	22	23	17	18	19	20	21	22	23														
24	25	26	27	28	29	30	24	25	26	27	28	29	30														
31																											
November 2021							May 2022																				
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S														
	1	2	3	4	5	6	1	2	3	4	5	6	7														
7	8	9	10	11	12	13	8	9	10	11	12	13	14														
14	15	16	17	18	19	20	15	16	17	18	19	20	21														
21	22	23	24	25	26	27	22	23	24	25	26	27	28														
28	29	30					29	30	31																		
December 2021							June 2022																				
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S														
			1	2	3	4				1	2	3	4														
5	6	7	8	9	10	11	5	6	7	8	9	10	11														
12	13	14	15	16	17	18	12	13	14	15	16	17	18														
19	20	21	22	23	24	25	19	20	21	22	23	24	25														
26	27	28	29	30	31		26	27	28	29	30																
 Important Dates																											
July 5							Independence Day Holiday - District																				
July 20-22							New Teacher Orientation																				
August 9-20							10 Month Staff Prof. Dev. 1/2 days 18 & 19 (AM)																				
August 9, 18-20							Teacher Work Day - 1/2 days 18 & 19 (PM)																				
August 23							First Day of School																				
September 6							Labor Day Holiday - District Closed																				
September 24							Professional Development - No School																				
October 22							End of First Quarter																				
October 27-28							Parent Conferences/Late Start (10/27) *extended days for staff																				
October 29							Schools Closed - District Open																				
November 1							Professional Development - No School																				
November 2							Teacher Work Day - No School																				
November 24-26							Thanksgiving Holiday - District Closed																				
Dec. 20 - 31							Winter Break - District Closed																				
January 13							End of Second Quarter/1st Semester																				
January 14							Teacher Work Day - No School																				
January 17							Dr. Martin Luther King, Jr.'s Holiday - District Closed																				
February 11							Professional Development - No School																				
February 21							Presidents' Day Holiday - District Closed																				
March 18							End of Third Quarter																				
March 21-25							Spring Break - District Closed																				
March 30-31							Parent Conferences/Late Start (3/30) *extended days for staff																				
April 1							Schools Closed - District Open																				
April 15							Spring Holiday - District Closed																				
May 27							End of Fourth Quarter/2nd Semester																				
May 27							Last Day of School - Early Release																				
May 30							Memorial Day Holiday - District Closed																				
June 8-9							Teacher Work Day - No School																				
May 31-June 7							* Available Snow/Make-up Days (as needed)																				
Regular Hours							Early Release							Conference Times													
High							7:30 - 2:30							7:30 - 12:15							3:00 - 6:30						
Elem							8:05 - 3:05							8:05 - 12:50							3:30 - 7:00						
Middle							8:45 - 3:45							8:45 - 1:30							4:15 - 7:45						
Early Childhood							8:15 a.m. - 3:15 p.m. (extended hours available)																				
Late Start Times																											
Elementary							9:05							Middle 9:45							High School 8:30						
Quarters																											
							End of 1st Quarter - 43 Days																				
							End of 2nd Quarter - 43 Days																				
							End of 3rd Quarter - 41 Days																				
							End of 4th Quarter - 43 Days																				
 Student Attendance Days: 170 Teacher Contract Days: 190 Professional Development Full Days: 10 Professional Development Late Start: 26																											
Key Teacher Work Prof. Development District Closed No School, District Office Open New Teacher Orientation							Key Early Release Parent Conferences Late Start Admin. Retreat Snow/Make-up																				

Approved by SAB: March 30, 2021



COVID-19 Parent/Employee Information

2021-2022

Riverview Gardens Families,

The health and safety of our students and staff remains our most important concern. Below you will find the district's responsive steps for adhering to the health and safety considerations outlined by the Centers for Disease Control and the Missouri Health Department. It should be noted that all COVID-19 health strategies that the district will deploy are intended to mitigate, not eliminate risk. No single action, or set of actions, will completely eliminate the risk of the COVID-19 transmission, but the implementation of several coordinated interventions can greatly reduce that risk.

Parents, you are the first line of defense!!! We ask that you adhere to the following procedures in order to keep everyone safe and to keep our scholars within the learning environment:

DAILY HEALTH CHECKS

- ***Please do DAILY health checks on your students to ensure that each student is free of COVID-19 symptoms BEFORE sending them to school.***

SYMPTOMS REQUIRING ABSENCE

- ***Students MUST remain home if they exhibit any symptoms of COVID:***
 - ***COVID-19 Symptoms include:*** fever, cough, shortness of breath, chills, body aches, sore throat, headache, congestion, runny nose, nausea/vomiting, new loss of taste or smell, and/or diarrhea.
 - Follow-up with a medical provider BEFORE returning to school, after experiencing symptoms of COVID-19, is strongly encouraged.
 - If experiencing symptoms, parents/guardians are encouraged to call their medical provider, the Missouri COVID hotline at 1-877-435-8411 or the St. Louis County Health Department at 314-615-9700
 - Fever of 100.4 degrees or higher
 - Students with a fever will be required to stay home for at least 3 days or until fever free ***WITHOUT*** the use of fever-reducing medication.
 - Chills and/or generalized body aches
 - Students who live/visited with a person who has tested positive for COVID-19 or who are exhibiting symptoms, should remain home.
- For additional information, please visit the Center for Disease Control at:

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html>

REPORTING ILLNESS

When reporting illness absences, be sure to report if your child:

- Is a close contact of someone with a positive COVID-19 test.
- Has signs of COVID-19.
- Has been diagnosed with COVID-19.
- Has been diagnosed with influenza (respiratory flu).

RETURNING TO SCHOOL GUIDELINES AFTER A POSITIVE COVID-19 DIAGNOSIS

- For students diagnosed with COVID-19, either by a laboratory test or based on their symptoms, a return to school is permissible when:
 - At least 10 days have passed from symptom onset;
 - At least 3 days have passed with no fever;
 - **AND** the student has shown improving symptoms.

SIBLINGS AND CLOSE CONTACTS

- **EVERY** student living at the same address should stay home if they:
 - Live with someone (or has been in close contact with someone) **diagnosed** with COVID-19 or
 - Live with someone who is **exhibiting** symptoms of COVID-19.
 - It is very IMPORTANT that you remain at home for 10 days after exposure to or after being diagnosed with COVID.
 - If you begin displaying symptoms while home (quarantine), you will need to remain home an **ADDITIONAL 10 days** from the date that symptoms were noticed.
 - **SUSPECTED CASES OF COVID PROCEDURE**
When a student exhibits symptoms of COVID-19 while at school the following will occur:
 - The nurse will be contacted and the student will report to our Potential COVID Room (PCR) within the school building.
 - If the nurse determines the student is demonstrating symptoms associated with COVID-19, parents will be contacted.
 - Parents will be required to pick up their student within 1 hour after being notified.
 - *Students will be required to wear face coverings and remain in the PCR until they are picked up by a parent/guardian or designee. This is being done with an abundance of caution to keep everyone safe, and as suggested by Missouri's Department of Secondary Education (DESE).*
 - *PCRs were developed as suggested by DESE.*
 - *PCRs were built with shower curtain-type material and are developed to prevent cross infection of students waiting to be picked up, while at the same time making it possible to visually monitor students.*

- ● *Students who share the SAME address with a student who demonstrates COVID symptoms will be required to quarantine for 10 days.*
- ● It is recommended that a student suspected of COVID be tested. However, if not tested, the student(s) **MUST** remain home for 10 days before returning to school.
- ● Students who test positive will:
 - Remain home for at least 10 days from the onset of symptoms, progress 3 days with no fever (without fever reducing medication) **AND** display improved symptoms.
 - if symptoms develop after the student is placed in quarantine, the student **MUST** remain home for 10 additional days after the onset of symptoms.
- ● All students seated around the student who displayed symptoms or had a confirmed case of COVID, will be sent home for 10 days. **MASKS/FACE COVERINGS**

The decision to implement face coverings includes the following ***benefits for both children and adults within RGSD:***

- ● Wearing face coverings;
 - ▪ Limit the spread of illness.
 - ▪ Allow us to keep our students at school and assist us in meeting the goal of providing in-person instruction.
- ● Wearing of face coverings is consistent with guidance from the CDC, St. Louis County and the Missouri Department of Health.
- ● Wearing a face covering at school shows care for others and helps protect classmates and teachers.
- ● Wearing face coverings offers an added layer of protection when young students, who are developmentally drawn to each other, do not maintain social distancing recommendations.
- ● Face coverings breaks will be provided by supervising adults when the opportunity exists, such as outside, during lunch or when children can be appropriately distanced.
- ● RGSD will work with our students to educate them on the benefits and proper wearing of masks, handwashing, and social distancing.

MASK/FACE COVERING REQUIREMENTS:

- **Students will be required to wear a face covering on the school bus and throughout the school day.**
 - **Exceptions: Lunch, Recess, PE Classes**
- The district will provide two washable face coverings to each student.
- Please ensure that your student wears a face covering to school on a daily basis.
- Students who arrive at school without a face covering will be provided one.
- If a student refuses to wear a face covering (and they have not indicated a medical condition or have a documented medical exemption preventing them from wearing a face covering), they will be sent home and will be allowed to return only upon agreeing to wear the face covering.
- Student who continues to violate the face covering policy will be placed on virtual instruction.



HAND HYGIENE

Frequent hand washing and hand sanitizing help prevent the spread of COVID-19.

- Each classroom has been equipped with hand sanitizing stations.
- Students will be required to use hand sanitizer upon entering AND exiting their classrooms.
- Wash hands with soap and water for at least 20 seconds before and after lunch.
- It is recommended that hand hygiene is performed upon arrival to and departure from school; after blowing one's nose, coughing, or sneezing; following restroom use; before and after eating; before and after routine care for another person, such as a child; after contact with a person who is sick; upon return from the playground or physical education.

How to Wash Your Hands Correctly

BE SURE TO WASH YOUR HANDS FOR 20 SECONDS.



PHYSICAL/SOCIAL DISTANCING

Limiting close face-to-face contact with others is the best way to reduce the spread of COVID- 19. In RGSD schools, all students and staff members will social distance to the extent possible.

- Students must practice social distancing of 6 feet. It is recognized that this cannot be accomplished at all times, and distancing for at least 3 feet has been shown to reduce infections.
- Floor and wall social distancing decals will be installed.
- Traffic flow restriction signage will be placed in hallways.
- Tables/chairs will be socially distanced.
- Non-hard surfaced furniture will be removed.
- Students will remain with their classmates to reduce mixing student population as much as possible.
- Students should refrain from all forms of physical contact.

CLASSROOMS

- PreK-5th Classrooms
 - Students will remain with the same classroom group throughout the day as much as possible.
 - Educators will:
 - Maximize social distancing within classroom spaces (as much as possible) & provide assigned seating for students.
 - Take precautionary sanitation measures when utilizing small group instructional spaces (e.g. guided reading table, classroom library).
 - Schedule/coordinate restroom and handwashing breaks throughout the day.
 - Schedule/coordinate recess to minimize mixing student groups.
 - Refrain from sharing school supplies between students.

- Require students to wear face coverings throughout the school day (exceptions are lunch, PE, recess).

VISITORS

- Access into school building will be restricted to authorized personnel only
- Visitors to any building must;
 - Wear an appropriate and approved face covering
 - Complete a health screening
 - Have their temperature taken
 - Use hand sanitizer.
- If the visitor is dropping off an item for a student, the item will be left in the office for delivery/pickup by the student.
- If the visitor is picking up a student for any reason, the student will be sent/brought to the main office.
- Visitors will remain in the main office or other designated area for the duration of the visit and not have general access to the building in order to maintain physical/social distancing.
- If visitors are exhibiting any symptoms related to COVID-19, please **DO NOT** attempt to access any RGSD buildings.

GENERAL INFORMATION

Elementary School Hours:

- Monday, Tuesday, Thursday, and Friday school hours 8:05a.m.-3:05p.m.
- Wednesday school hours are 9:05a.m. - 3:05p.m.

Attendance:

We need your help in reaching our district attendance goal of 95% student average daily attendance.

Please know that student attendance effects school success.

If you need to report an absence, please call your child's school and tell the secretary the reason for the absence. You may leave a message if no one answers your call. Your phone call and the reason of the absence will be documented, and your child's teacher will be notified. If you cannot call the school prior to your child being absent please send a note with an explanation with your child on his/her next day of attendance. Good communication between home and school is important for the academic success of your child.

If you know your child will be absent from school ahead of time you may inform his/her teacher by phone, email, or a note stating the date and reason of the future absence.

Excused absences are defined as:

- Death in the student's immediate family
- Illness or hospitalization
- Doctor or dental appointments, when a note from office is returned
- Certain days for religious observation
- Court appearance

If your child needs to leave school early for any reason a **parent, sibling at least 18 years old or older, or a family member listed as an emergency contact in our school records**, must come into the school and sign the student out from the office. No elementary aged student will be allowed to leave school early without this procedure being followed.

Tardy/Truancy:

Students are considered tardy to school if they arrive to school after the scheduled start time. Any student that arrives to school later than 15 minutes after school has started is considered truant and must be accompanied by an adult.

Chronic absences or truancies shall be defined as: missing an excessive number of school days for any reason, whether excused or unexcused, and truancy, which refers to students missing school without a valid excuse. Valid cause for absence means personal illness, observance of a

religious holiday, death in the immediate family, family emergency, and other circumstances beyond the control of the student as determined by the administration.

Students who are experiencing truancy problems will receive the following assistance:

- Parent/Guardian contact
- Personal conference with administration
- I-Team Intervention
- Meet with the school counselor on a regular basis
- Positive encouragement/attendance incentives from school
- 3 trancies will result in a formal warning letter pertaining to student attendance to the parent/guardian
- 5 trancies will result in a detention for the student and a social worker referral
- 10 trancies will result in 2 days of ISS, a parent conference, and St. Louis Family Court Referral

Leaving School Grounds During the School Day:

No student will be allowed to leave the school premises during school hours. A child must present a written request from his/her parent or guardian to the main office on the day of or prior to the expected absence. The request must be signed by a parent/guardian. Notes may be verified by phone calls made to the parent or guardian from a school official. Please note that just because a student has been allowed to leave during the school day does not indicate that the absence is excused. **Older siblings under the age of 18 years may not pick students up from school before dismissal.**

Dismissal Procedures:

Each elementary school will have its own dismissal procedure. Please follow the school's procedures and expectations during dismissal for the safety of your child and all students.

Walkers - It is important to note that school personnel cannot be stationed throughout the surrounding neighborhoods or community to ensure student safety while walking. As part of our district-wide focus on safety, please review the following expectations of all students who walk to or from school.

Students who walk to or from school should:

1. Walk straight to school and/or home
2. Walk on sidewalks if at all possible -Be alert to traffic on the roads
3. Only cross streets at intersections
4. Walk with a partner or group of friends -Be alert to strangers and/or people acting strangely

5. Be aware and do not bother animals even those not contained by fences or restrained by leashes
6. Remain on public property and refrain from walking onto private property
7. Use polite language and actions with each other and other community members
8. Show Riverview Gardens School Pride! (Respect, Responsibility and Safety)

Bus & Van Riders - Bus transportation is furnished for any child living a distance of one mile or more from school. Riding the bus is a privilege. **Bus privileges will be taken away for inappropriate behavior on the bus or at the bus stop.**

The decision for suspending bus privileges will be determined by the principal following a written referral from the bus driver.

Appropriate behavior is expected at all times for the safety of everyone. Bus riders are expected to ride the bus home daily unless a note is sent to school by the parent stating otherwise. During the first week of school, and periodically throughout the school year, students will learn and practice behaviors for the bus that coincide with our school-wide expectations: Be Safe, Be Respectful, and Be Responsible.

School Bus Rules:

- Obey the bus driver
- Remain seated in an assigned seat
- Students who walk home are not allowed to ride any bus in order to go to a relative's or friend's home
- Yelling, cursing, hitting, kicking, spitting, etc. are not allowed on the bus
- Students are not permitted to eat on the bus
- No animals are allowed in the bus
- Bus riders may not walk home without written permission
- Students may only ride their assigned bus

Failure to follow these rules may result in those students losing their bus privileges.

Automobile Traffic - In an effort to provide a safe and quick dismissal process, vehicles should not be unattended. School staff will be present on the parking lot in front of the school to assist each vehicle with student pick-up. Staff will supervise students to each vehicle. Please remember to drive slowly and safe in the school zone at all times.

Inclement Weather/School Cancellations – If there is a question as to whether or not school will be in session or dismissed early, watch the local news stations, and check the district web page at www.rgsd.k12.mo.us. A district-wide call will be sent to the student's primary phone number, so please **make sure we have your correct phone number on file.** **Be sure your child knows what to do if school is dismissed early,** although an early dismissal would be only in extreme circumstances.

Dress Code:

Riverview Gardens elementary schools have adopted uniform policies and clothing restrictions for students. *(Danforth and Glasgow parents should contact the school for specific requirements*)*

The uniform requirements are as listed below. **If a student comes to school out of uniform, families will be called and asked to bring the proper clothes to school.**

A. Uniform Pants, Slacks, and Shorts

- Solid in color. Please check with your child's school for specific color requirements.
- No more than one size larger than the waist and worn at the waist
- Fitted leg and hemmed; not rolled up
- Length is to the top of the shoe, not dragging on the floor
- No excessive pockets or extra zippers
- No baggy/sagging pants or slacks permitted
- The length of the hem must be to child's fingertips

B. Uniform Skirts, Skorts and Jumpers

- Solid in color. Please check with your child's school for specific color requirements.
- The length of the hem must be to the child's fingertips
- No longer than mid-calf

C. Uniform Tops/Shirts

- Solid in color. Please check with your child's school for specific color requirements.
- All tops and shirts must be polo style or button up
- All shirts must be long enough to be tucked in and stay tucked in
- Long or short sleeve tops/shirts are acceptable -No sleeveless shirts/tops are allowed
- Any t-shirts or long sleeve shirts worn under uniform shirts must be solid white
- Sweatshirts are permitted. Please check with your child's school for specific color requirements.
- Hooded sweatshirts are not allowed

D. Uniform Vests and Sweaters

- Solid in color. Please check with your child's school for specific color requirements.
- Long or short sleeve sweaters are acceptable
- Sweaters or sweater vests may be pullover or cardigan style

E. Shoes, Socks, and Shoelaces

- Athletic shoes, loafers, oxfords, or boots are acceptable
- Socks must be worn
- Shoelaces, buckles, or straps must be tied or fastened
- NO sandals, flip 'flops, backless or high heeled shoes are allowed
- Shoes must be worn at all times unless the students are given permission to take them off by a teacher

F. Belts and Jewelry

- All belts must be solid in color
- Belt buckles must be simple in design
- Jewelry must be minimal, simple in nature, and non-excessive
Small earrings are recommended for safety

It is expected that children come to school dressed in a manner that represents them as outstanding students. Students are to dress in the interest of good taste and according to the weather.

G. Clothing that is NOT ACCEPTABLE

- Oversized clothing
- Short shorts (the bottom of the shorts should be to the fingertips)
- Hooded sweatshirts
- Sagging pants
- Hats, caps, berets, or bandanas worn inside the building
- Chains hooked to wallets, belts, keys, clothing, etc.
- Sweatpants
- Jeans or any clothing made of denim material*
- Coats/jackets are not to be worn in classrooms - students may bring a sweater if needed
- Shirts/tops that show a student's midriff or bare shoulders - No tank tops, thin spaghetti straps, muscle shirts, revealing clothing, and/or logos or pictures inappropriate for an elementary
- Wheeled shoes of any kind
- Exposed body art -fake tattoos, ink drawings, etc.
- Students may not carry purses or book bags during the school day.
- Make-up, body art, excessive hair colors, and excessive jewelry should not be worn at school.

Lost or broken jewelry is the responsibility of the child. It is best to leave these valuable items at home.

Breakfast and Lunch:

RGSD Wellness Policy - It is the policy of the Riverview Gardens School District that all foods and beverages made available on campus during the school day are consistent with the *Healthier Hunger Free Kids Act of 2010* nutrition guidelines. The District will create procedures that address all foods available to students throughout the school day in the following areas:

- National School Lunch Program and School Breakfast Program meals
- A la carte offerings in the food service program
- Vending machines and school stores
- Classroom parties, celebrations, fundraisers, rewards and school events
- Snacks served in after-school programs

Breakfast is free for all students and includes milk and juice. Children may choose to eat breakfast at school. **Breakfast is available from 7:40 a.m.-8:00 a.m. M, T, TH, & F. Breakfast is available from 8:40 a.m.-9:00 a.m. on Wednesdays.** If your child arrives late to school make sure he/she has already eaten a good breakfast.

Lunch is also free for all students. Every student attending a school in the Riverview Gardens School District may receive a school lunch every day at no cost. A student may bring a lunch from home if he/she chooses to do so. Healthy eating habits are strongly encouraged. Lunches of only candy and chips should not be brought to school. Soda should not be sent to school either, unless a student is going on a field trip where lunches are being eaten away from school. Lunch times will vary by school and grade.

Health and Medication:

The school nurse will:

- Control and prevent the spread of communicable disease among children.
- Conduct follow-up programs related to physical examinations and diseases.
- Give first aid to children injured at school.
- Make recommendations concerning the sanitation and hygienic conditions of the school.
- Communicate with parents/guardians concerning individual student issues.
- Ensure that immunization is up-to-date.

Immunization - The following requirements **must** be met prior to your child's first day of school. Required immunizations include:

DTaP - 4+ doses

IPV -3 doses (the first of these doses **MUST** have been received at age 4 or older. No more than 4 doses of IPV are required for school attendance.

Rubella (Mumps) - 2 doses (One dose on or after first birthday; the second dose is required at least 28 days after the first dose.)

Hepatitis B vaccine - 3 doses

Varicella - 2 doses for Kindergarten and First grade, 1 dose for grade Second-Sixth grade.

DT booster - required every 10 years.

You must furnish the school with the month, day, and year on which these immunizations have been received, per **Missouri Law 1 67.1 81**. If you have any questions regarding your child's immunization status or for more detailed information, please contact the school nurse. Immunizations for county students may be obtained free of charge, ask the nurse for locations.

Accident/Illness at School - Our goal is to ensure that students are safe at all times, however, we realize that accidents may occur during the school day. Parents/guardians will be informed in the case of injuries or illness, which requires treatment or attention.

Student Insurance - School insurance is available to all students at a reasonable rate. The school district does not carry insurance that will pay the medical bills of students injured at school or traveling to and from school. Parents may purchase low cost student accident insurance that provides coverage either during school or 24 hours a day during the school year. Please make special note of the application that has been made available.

Contagious Diseases - In the event of a contagious disease, the office should be notified immediately. The school urges you to keep your child home until his/her temperature has been normal for at least 24 hours, without the use of a fever reducer. Children with a temperature of 100° or higher will be sent home.

Medication Policy - It is the policy of the School District that only the trained school staff or the school nurse will administer the giving of medicine to students. Prescription medicine will be handled only within the following circumstances:

- All medicines are to be given under the specific authorization of the student's physician.
- If a prescription medicine is to be given to a student in school, the parent/guardian must furnish the medicine in its original container with label indicating the directions for its use. **This must be accompanied by a note from the physician.**
- Non-prescription medicine is not given at school. This includes aspirin, cough drops, etc. These medicines may be given only by a parent/guardian.
- Teachers are not permitted to give medicine to students.
- Medication must be brought immediately to the office and not kept by the students or teacher.
- Parents are invited to come to the school to dispense medication, if desired.

Other than following directions as given by the physician, the School assumes no responsibility connected with the administering of medicines to students.

Allergy Policy and Procedures - The purpose of this policy is to create an organized system for preventing and responding to allergic reactions. This policy is not a guarantee of an allergen-free environment; instead, it is designed to increase awareness, provide education and training, reduce the chance of exposure and outline responses to allergic reactions. The best form of prevention for life-threatening allergies is avoidance of the allergen. Research shows that allergies can negatively impact student achievement by affecting concentration, auditory processing and attendance. Further, healthy

students are better learners. In addition to posing health risks, allergies can be potentially deadly for some individuals.

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

Allergy Identification:

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

Allergy Prevention:

Students with allergies that rise to the level of a disability as defined by law will be accommodated in accordance with district policies and procedures pertaining to the identification and accommodation of students with disabilities. An individualized health plan (IHP), including an Emergency Action Plan (EAP), may be developed for students with allergies that do not rise to the level of a disability.

Celebrations/Parties – The teacher has primary responsibility for room parties. Three parties per year may be held in each classroom. In most rooms, fall, winter and Valentine's Day have been the appropriate days.

DISTRICTWIDE STUDENT BEHAVIOR EXPECTATIONS

- Be Safe
- Be Respectful
- Be Responsible

These are primary expectations of student behavior to establish an effective learning environment for all students. Teachers may use the first 20 minutes of each morning (M, T, Th & F) for classroom morning meetings in order to set the stage for the day. During that time, students may greet and welcome each other, as well as discuss what safe, respectful and responsible behavior will look like throughout the day. Research indicates that it is just as important to teach social skills and behavior expectations, as it is to teach math and reading. We look forward to sharing this concept with parents and encourage parents to adopt a similar approach for teaching expectations at home.

PBIS - Positive Behavior Instructional Support

PBIS teaches students appropriate ways to act in different school settings and sets the behavior expectations for the school. The goal is for all students to be safe, be respectful, and be responsible. Please review with your student what it means to be safe, be responsible, and be respectful.

Recess -Playground expectations will be taught as a part of PBIS. Students are expected to: Be Responsible, Be Respectful, and Be Safe. While at recess, students should include others, take turns, share equipment, and report all concerns to adults.

Technology Policy - Students are not allowed to have the following items at school: pager, mp3, IPOD, handheld video games, etc. If a student brings a cell phone to school, it needs to remain off and out of site during the entire day at school. The school/district is not responsible for stolen or lost items. These items will be confiscated and locked in a secure location until retrieved by a parent or guardian.

DISTRICTWIDE ACADEMIC EXPECTATIONS

Homework - Expect your children to have homework each night. **Our expectation is that students will read for 20 - 30 minutes each night independently, with a sibling or with an adult and complete 10 - 30 minutes of math, science and/or social studies. (This may involve studying for a test in grades 3-5).** Reading logs will be used at all grades. Parents are expected to sign these logs, homework folders and planners on a daily basis, in addition to checking for homework completion. **Parents are asked to check book bags each evening for homework assignments and notes from school. Please check book bags each morning, as well, to be sure that inappropriate items (toys, electronic, etc.) are not being brought to school.**

Parents can assist the school's efforts by establishing routines and procedures at home for completing homework. Provide a regular time and place (away from television and radio) to complete daily assignments. Help your child become organized by having a system for noting assignments, keeping an adequate supply of paper and pencils on hand at both home and school, and designate a place to leave books and papers to be taken to school the next day.

Supplies -All students are expected to furnish their own supplies from a list provided by each school. It is important that you replenish your child's school supplies as the year progresses. Please try to label your child's items.

Learning Materials - Students are issued learning materials every year that cost between \$15 and \$50. Damaged or destroyed learning materials are very expensive to replace. Please instruct your child on proper care of his/her learning materials. Each student is required to print his/her name on the inside front cover for identification. Please check to ensure this has been done. The responsibility for the care and maintenance lies with each child. If a book is lost, stolen or destroyed the parent/guardian is responsible for the replacement cost of the book (s).

Make-Up Work

1. Students who are absent shall have the opportunity to make up work. It shall be the responsibility of the student to contact the teacher(s) involved to determine make-up assignments and establish mutually agreeable times for daily work and test make-up. Students will be granted the same amount of time they were absent in which to make up the work.
2. Students who have justifiable reasons for absences, such as illness or accident, and whose probable absence will extend beyond four (4) weeks can be referred for homebound instruction.
3. The building administrator and staff have the authority to establish specific procedures for administering the "make-up policy."

Physical Education Class

Students will attend a physical education class at least once a week. It is important for the students to wear athletic shoes and be appropriately dressed for physical activities on the day they participate in gym class.

Missing one day from physical education or physical activity is allowed with a written note from home. Exclusion for a longer period of time requires a written note from a medical doctor. This note will be kept on file in the nurse's office and is valid until the release is received from the doctor.

Retention - Retention may be considered when, in the judgment of the professional staff, it is in the best educational interest of the student involved. Parents/Guardians will receive prior notification and explanation concerning the retention. However, the final decision will rest with the school administration.

State law requires that all students who are reading below a third-grade reading level according to the district's fourth-grade reading assessment shall be retained if the student has not adequately improved by the end of summer school. Further, if a student fails to attend remediation assigned as a condition of promotion, the student will be retained.

DISTRICTWIDE SAFETY AND SECURITY POLICIES

Fire and Emergency Drills - Fire and emergency drills are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions.

Bus Safety - Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at school. In addition, transportation privileges may be suspended or revoked.

For each student's safety, the following behavior is expected while boarding and riding the bus. In order to transport your child to/from school safely, we ask that parents discuss these rules with students.

- Students are expected to obey the bus driver.
- Students are to remain seated in an assigned seat.
- Students who walk home are not allowed to ride any bus in order to go to a relative or friend's home.
- Students are not permitted to eat on the bus.
- No animals are allowed on the bus.
- Bus riders may not walk home without written permission.
- Students may only ride their assigned bus.

Traffic and Child Safety - The school assumes no responsibility for bicycles; therefore, all bikes must be secured with a lock. Students riding bikes are encouraged to adhere to bicycle safety regulations.

STUDENT DISCIPLINE

ELEMENTARY

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

Reporting to Law Enforcement

It is the policy of the Riverview Gardens School District to report all crimes occurring on district property to law enforcement including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten days or expulsion of any student who the district is aware is under the jurisdiction of the court.

Documentation in Student's Discipline Record

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

Conditions of Suspension, Expulsion and Other Disciplinary Consequences

All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity or being on or near district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee. When appropriate, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school. Likewise, a student may become ineligible for or be required to

forfeit any honors and awards as a disciplinary consequence.

In accordance with law, any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline, shall not be allowed to be within 1,000 feet of any district property or any activity of the district, regardless of whether the activity takes place on district property, unless one of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian, custodian or another adult designated in advance, in writing, to the student's principal by the student's parent, legal guardian or custodian, and the superintendent or designee has authorized the student to be on district property.
2. The student is enrolled in and attending an alternative school that is located within 1,000 feet of a public school in the district.
3. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

If a student violates the prohibitions in this section, he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences," listed below.

Impact on Grades

As with any absence, absences due to an out-of-school suspension may result in the student earning a lower grade in accordance with the district's policy on absences.

Prohibited Conduct

The following pages show the types of disciplinary action that will be taken for each disciplinary violation. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building within the ranges established in this regulation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy. In each instance, a minimum and a maximum action is listed as well as an action for the first violation and subsequent violations. Following is an explanation of some of the terms used:

Student Conference – Administrator discusses the incident in question with the accused student

Parent Involvement – Administrator discusses the student's actions with the student's parent or guardian

Detention – Before school, After school, and/or Saturdays

I.S.S. – In-School Suspension

Short-term Suspension – 1-5 days

Long-term Suspension – 6-10 days

Extended Suspension – 11-180 days

TYPE 1 INFRACTIONS

Arson – Starting or attempting to start a fire or causing or attempting to cause an explosion. **Restitution, if appropriate, must be made.**

	First Occurrence	Repeated Occurrence
Minimum:	Long-term Suspension	Extended Suspension
Maximum:	Expulsion	Expulsion

Assault

- Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.

	First Occurrence	Repeated Occurrence
Minimum:	Short-term Suspension	Long-term Suspension
Maximum:	Long-term Suspension	Expulsion

- Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes assault in the first or second degree.

	First Occurrence	Repeated Occurrence
Minimum:	10-180 days out-of-school suspension	Expulsion.

Maximum:	Expulsion	Expulsion
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Bullying and Cyberbullying (see Board policy JFCF) – Intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft or property damage; oral, written or electronic communication, including name-calling, put-downs, extortion or threats; or threats of reprisal or retaliation for reporting such acts. Cyberbullying is a form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager.

	First Occurrence	Repeated Occurrence
Minimum:	Short-term Suspension	Long-term Suspension
Maximum:	Long-term Suspension	Expulsion

Disparaging or Demeaning Language – Use of words or actions, verbal, written, pictorial or symbolic meant to harass or injure another person; i.e., threats of violence, bullying, name-calling, putdowns, intentionally hurting others’ feelings, spitting, departing, or defamation of a person's race, religion, gender or ethnic origin. Constitutionally protected speech will not be punished.

	First Occurrence	Repeated Occurrence
Minimum:	Student Conference Parent Involvement	Student Conference Parent Involvement
Maximum:	Short-term Suspension	Extended Suspension

Drugs/Alcohol (see Board policies JFCH and JHCD)

Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation. **Items will be confiscated.**

	First Occurrence	Repeated Occurrence
Minimum:	Parent Involvement Short-term Suspension	Parent Involvement Long-term Suspension
Maximum:	Long-term Suspension	Expulsion

Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act. **Items will be confiscated.**

	First Occurrence	Repeated Occurrence
Minimum:	Parent Involvement Drug Counseling Short-term Suspension	Parent Involvement Drug Counseling Long-term Suspension
Maximum:	Long-term Suspension Drug Counseling	Expulsion Drug Counseling

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

First Offense	1-180 days out-of-school suspension or expulsion.
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Extortion – Threatening or intimidating any person for the purpose of obtaining money or anything of value.

	First Occurrence	Repeated Occurrence
Minimum:	Student Conference	Parent Involvement and Short-term Suspension
Maximum:	Parent Involvement and Short-term Suspension	Extended Suspension

Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences – Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences."

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy. A report will be sent to law enforcement for trespassing if the student is expelled.

	First Occurrence	Repeated Occurrence
Minimum:	Long-term Suspension	Extended Suspension
Maximum:	Extended Suspension	Expulsion

False Alarms (see also "Threats or Verbal Assault") – Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of district property. **Any person making a false alarm must make restitution.**

	First Occurrence	Repeated Occurrence
Minimum:	Student Conference	Short-term Suspension
Maximum:	Short-term Suspension	Expulsion

Fighting (see also, "Assault") – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

	First Occurrence	Repeated Occurrence
Minimum:	Short-term Suspension	Short-term Suspension
Maximum:	Long-term Suspension	Extended Suspension

Fireworks, Explosives or Incendiary Devices – The possession or use of fireworks, explosive devices, matches, lighters and other incendiary devices is forbidden. **Items will be confiscated. Possession or use may result in a referral to a law enforcement agency.**

	First Occurrence	Repeated Occurrence
Minimum:	Parent Involvement	Short-term Suspension Parent Involvement
Maximum:	Extended Suspension	Expulsion

Gambling – Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games. **Gambling paraphernalia will be confiscated, and restitution must be made.**

	First Occurrence	Repeated Occurrence
Minimum:	Student Conference	Long-term Suspension and Parent Involvement
Maximum:	Short-term Suspension	Extended Suspension

Gang-Related Behaviors – Students are prohibited from promoting or participating in any gang-related activity. Students are prohibited from displaying or wearing any secret organization or gang logos, from writing or distributing any gang-related symbols or literature or communicating in any kind of gang sign language.

	First Occurrence	Repeated Occurrence
Minimum:	Parent Involvement	Short-term Suspension
Maximum:	Long-term Suspension	Expulsion

Group Fighting – Group fighting is defined as any time more than two participants are involved in a physical confrontation. (See fighting for further definition of a fight).

	First Occurrence	Repeated Occurrence
Minimum:	Student Conference and Parent Involvement	Short-term Suspension
Maximum:	Extended Suspension	Expulsion

Harassment, Including Sexual Harassment (see Board policy AC)

1. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

	First Occurrence	Repeated Occurrence
Minimum:	Student Conference and Counselor Referral	Counselor Referral and Parent Involvement
Maximum:	Short-term Suspension	Expulsion

2. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

	First Occurrence	Repeated Occurrence
Minimum:	Student Conference and Counselor Referral	Counselor Referral and Parent Involvement
Maximum:	Extended Suspension	Expulsion

Hazing (see Board policy JFCG) – Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity. Hazing can occur even when all students involved are willing participants.

	First Occurrence	Repeated Occurrence
Minimum:	Parent Involvement	Long-term Suspension
Maximum:	Long-term Suspension	Expulsion

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

	First Occurrence	Repeated Occurrence
Minimum:	Student Conference Parent Involvement	Short-term Suspension
Maximum:	Short-term Suspension	Extended Suspension

Repeated School Violations – Students who have served maximum penalties for repeated occurrences of Type II infractions will be subject to the ranges of discipline for Type I occurrences as well as a referral to the CARE Team.

	First Occurrence	Repeated Occurrence
Minimum:	Short-term Suspension	Short-term Suspension
Maximum:	Long-term Suspension	Extended Suspension

Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material – Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law. **Items will be confiscated.**

	First Occurrence	Repeated Occurrence
Minimum:	Student Conference Parent Involvement	Short-term Suspension
Maximum:	Long-term Suspension	Expulsion

Sexual Activity – Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.

	First Occurrence	Repeated Occurrence
Minimum:	Student Conference and Parent Involvement	Parent Involvement
Maximum:	Short-term Suspension	Long-term Suspension

Sexual Misconduct/Sexual Assault – Unwelcome physical contact based on gender or of a sexual nature. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether or not the touching occurred through or under clothing.

	First Occurrence	Repeated Occurrence
Minimum:	Short-term Suspension	Long-term Suspension
Maximum:	Extended Suspension	Expulsion

Technology Misconduct (see Board policies EHB and KKB and procedure EHB-AP1)

1. Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device. **Restitution, if appropriate, must be made.**

	First Occurrence	Repeated Occurrence
Minimum:	Student Conference	Parent Involvement
Maximum:	Temporary Loss of Privileges	Short-term Suspension Permanent Loss of Privileges

2. The possession and use of personally owned (or borrowed) electronic devices that disrupt the learning environment or substantially cause the disruption of school operations. Examples may include the inappropriate photos of another student’s bodily parts; cheating on school work or disregarding teacher instructions to turn off and put away technology during testing; making or taking telephone calls in class, texting in class; tape recording conversations without proper notice; counterfeiting currency and/or forging school documents; posting anyone’s private pedigree information publicly without permission; excessively loud music; using earphones to block out administrators’ verbal instructions; gang-related messages and images; promoting violence on campus through technology; veiled or implied threats to intimidate staff and other such acts.

	First Occurrence	Repeated Occurrence
Minimum:	Confiscate technology and turn over to parents	Counselor Referral and Parent Involvement
Maximum:	Short-term Suspension	Expulsion

3. Violations, other than those listed in (1) or (2) above, of Board policy EHB, procedure EHB-AP1 or any policy or procedure regulating student use of personal electronic devices.

	First Occurrence	Repeated Occurrence
Minimum:	Student Conference	Parent Involvement
Maximum:	Temporary Loss of Privileges	Short-term Suspension Permanent Loss of Privileges

4. Use of audio or visual recording equipment in violation of Board policy KKB. **Recording devices will be confiscated.**

	First Occurrence	Repeated Occurrence
Minimum:	Student Conference	Parent Involvement
Maximum:	Short-term Suspension	Long-term Suspension

Theft (Major) – Theft, attempted theft or knowing possession of stolen property. **Major theft is defined as property or cash exceeding the value of \$50.00. Any person committing theft must return property or make restitution.**

	First Occurrence	Repeated Occurrence
Minimum:	Parent Involvement	Parent Involvement
Maximum:	Long-term Suspension	Extended Suspension

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

	First Occurrence	Repeated Occurrence
Minimum:	Parent Involvement	Parent Involvement
Maximum:	Short-term Suspension	Extended Suspension

Trespassing – Unauthorized presence on district property or refusing to leave when directed to do so by a person in authority. During the term of a suspension from school, a suspended student is not allowed on any school district property or allowed to participate in school-sponsored extracurricular activities.

	First Occurrence	Repeated Occurrence
Minimum:	Parent Involvement	Parent Involvement
Maximum:	Short-term Suspension	Long-term Suspension

Vandalism (see Board policy ECA) – Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students. **Restitution must be made.**

	First Occurrence	Repeated Occurrence
Minimum:	Student Conference	Student Conference
Maximum:	Short-term Suspension	Extended Suspension

Weapons (see Board policy JFCJ)

- 1. Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo. **Items will be confiscated.**

	First Occurrence	Repeated Occurrence
Minimum:	Parent Involvement	Short-term Suspension
Maximum:	Expulsion	Expulsion

- 2. Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2). **Items will be confiscated.**

First Offense:	One calendar year suspension or expulsion (unless modified by the Board upon recommendation by the superintendent), notification to law enforcement officials, and documentation in student discipline record.
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- 3. Possession or use of ammunition or a component of a weapon.

	First Occurrence	Repeated Occurrence
Minimum:	Parent Involvement	Short-term Suspension
Maximum:	Expulsion	Expulsion

TYPE II INFRACTIONS

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

	First Occurrence	Repeated Occurrence
Minimum:	Student Conference Replacement Assignment	Parent Involvement Grade Reduction
Maximum:	Parent Involvement No credit for the work	Referral to Counselor Removal from Extracurricular Activities

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

	First Occurrence	Repeated Occurrence
Minimum:	Student Conference	Parent Involvement
Maximum:	Suspension from Bus	Suspension from Bus

Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved) – Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings that materially and substantially disrupts classroom work, district activities or district functions. Students will not be disciplined for speech in situations where it is protected by law. Serious or repeated violations of this section of the discipline code will be treated as a Type I offense.

	First Occurrence	Repeated Occurrence
Minimum:	Student Conference Parent Involvement	Parent Involvement
Maximum:	Short-term Suspension	Long-term Suspension

Electronic Devices – Electronic devices such as cellular phones, pagers, tape/disc/MP3 players, hand-held games, personal digital assistants, personal laptops, other electronic communication devices, or other similar items may not be used, displayed or activated during school hours, including before- or after-school tutoring, class change time, breakfast, lunch or detention. Unauthorized electronic devices will be confiscated.

	First Occurrence	Repeated Occurrence
Minimum:	Student Conference	Parent Involvement
Maximum:	Short-term Suspension	Long-term Suspension

Failure to Care for or Return District Property – Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment. **Restitution may be required.**

	First Occurrence	Repeated Occurrence
Minimum:	Student Conference and/or Parent Involvement	Detention
Maximum:	Detention	Short-term Suspension

Failure to Serve Detention – If detention is assigned and not served, further action will be taken.

	First Occurrence	Repeated Occurrence
Minimum:	Student Conference and Parent Involvement	Parent Involvement and Detention
Maximum:	Detention	Short-term Suspension

Failure to Display or Surrender ID – Students must display correct identification when required by authorized school personnel. Students are required to surrender school identification when requested to do so by a staff member. Students defacing ID cards will be required to purchase replacements.

	First Occurrence	Repeated Occurrence
Minimum:	Warning	Student Conference
Maximum:	Parent Involvement	Short-term Suspension

Food and Drink in Halls, Classrooms and on School Buses – Food and beverages are not to be consumed in hallways, classrooms, or on school buses **unless so authorized. Items will be confiscated.**

	First Occurrence	Repeated Occurrence
Minimum:	Student Conference	Parent Involvement
Maximum:	Parent Involvement	Short-term Suspension

Forgery – Forgery is writing or impersonating another for the purpose of falsifying school-related information.

	First Occurrence	Repeated Occurrence
Minimum:	Student Conference	Parent Involvement
Maximum:	Parent Involvement	Short-term Suspension

Hallways/Lockers/Locker Rooms/Restrooms – Students should not be in hallways during class time without proper authorization. Each school will establish a procedure and define what constitutes proper authorization.

	First Occurrence	Repeated Occurrence
Minimum:	Student Conference	Parent Involvement
Maximum:	Parent Involvement	Short-term Suspension

Horseplay – Horseplay is defined as rough, boisterous and/or playful behavior.

	First Occurrence	Repeated Occurrence
Minimum:	Student Conference	In-School Suspension
Maximum:	Long-term Suspension	Extended Suspension

Inappropriate Behavior – The failure of a student to comply with reasonable and expected behaviors that are disruptive and adversely affect the learning process.

	First Occurrence	Repeated Occurrence
Minimum:	Student Conference	Parent Involvement
Maximum:	Parent Involvement	Short-term Suspension

Instigation of a Fight – Students are not to goad or urge others to participate in a fight.

	First Occurrence	Repeated Occurrence
Minimum:	Student Conference	Short-term Suspension
Maximum:	Parent Involvement	Long-term Suspension

Insubordination – Students are to obey the direct requests or orders of teachers, administrators and other school personnel. **Serious or repeated violations of this section of the discipline code will be treated as a Type I offense.**

	First Occurrence	Repeated Occurrence
Minimum:	Student Conference	Parent Involvement and In-School Suspension
Maximum:	Parent Involvement	Short-term Suspension

Late Arrivals/Early Departures – Students who arrive at school late or leave before the end of the school day are to officially check in/out with the school office. Students who leave school grounds without permission will be considered truant.

	First Occurrence	Repeated Occurrence
Minimum:	Student Conference	Parent Involvement
Maximum:	Detention	Short-term Suspension

Lying – Lying is the presenting of false information or the withholding of accurate information which leads students or school personnel to erroneous conclusions.

	First Occurrence	Repeated Occurrence
Minimum:	Student Conference	Referral to Counselor
Maximum:	Parent Involvement	Short-term Suspension

Skateboards, Roller Blades and Bicycles – Students are not to bring skateboards or roller blades onto school property. The student privilege to operate a bicycle is subject to the rules found in the student handbook. **Items will be confiscated.**

	First Occurrence	Repeated Occurrence
Minimum:	Student Conference	Parent Involvement
Maximum:	Parent Involvement	Short-term Suspension

Tardiness – Arriving after the expected time class or school begins, as determined by the district.

	First Occurrence	Repeated Occurrence
Minimum:	Student Conference	Counselor Referral
Maximum:	Parent Involvement	Refer to Outside Agency

Theft (Petty) – Theft is the unauthorized acceptance, possession, selling, purchase, taking and/or transfer of property belonging to another. **Petty theft is limited to property or cash not exceeding the value of \$50.00. Any person committing theft must return property or make restitution.**

	First Occurrence	Repeated Occurrence
Minimum:	Student Conference	Student Conference
Maximum:	Short-term Suspension	Long-term Suspension

Throwing Objects – Students are not permitted to throw any objects with the intent to injure others, destroy property, or cause a disruption to the educational environment.

	First Occurrence	Repeated Occurrence
Minimum:	Student Conference	Parent Involvement
Maximum:	Parent Involvement	Short-term Suspension

Tobacco – Possession or use of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed or used in accordance with district policy JHCD. **Items will be confiscated.**

	First Occurrence	Repeated Occurrence
Minimum:	Parent Involvement	Parent Involvement
Maximum:	Short-term Suspension	Long-term Suspension

Truancy (see Board policy JED) – Absence from class or school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians.

	First Occurrence	Repeated Occurrence
Minimum:	Parent Involvement	Counselor Referral
Maximum:	Referral to STL Co. Family Court	Referral to Family Court Removal from extracurricular activities

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DISTRICTWIDE ELEMENTARY SCHOOL POLICIES AND PROCEDURES

Hallway Rules - In order to maintain an orderly building and be respectful to the other classes:

- Students will walk in a single file line (one behind the other)
- Students will keep hands and feet to self.
- Students will be expected to remain silent. No talking while walking or standing in line.
- Students will walk on the right-hand side of the hall stopping at designated points to allow constant adult supervision.

Playground Rules – The playground is open only when supervision is available. Therefore, students are not to be on the playground before or after school. Playground rules are given to ensure safety of all students.

- No tackle football is to be played at school.
- The school is not responsible for personal play equipment, ropes, balls, etc.
- Be polite, take turns on equipment.
- All sliding should be done feet first.
- When the whistle blows, stop and report to the proper line.
- No throwing objects.
- When recess is over, line up quickly and quietly.
- No tumbling or flipping.
- Do NOT leave the playground without permission.
- Do not take or bother other people's property.
- No food is allowed on the playground.
- Stay away from mud, puddles, snow, etc.
- No rough playing (karate, pushing, wrestling, tackling, etc.)
- Ropes are for jumping only.
- All students are to stay on the black top/equipment area only.
- Students must have permission to run the track or field area.

Lunchroom Rules - The lunchroom is a place to eat, relax and become refreshed. Lunches are scheduled to include 30 minutes of eating time. The following rules are given to ensure that all students enjoy their time in the lunchroom.

- Walk in quietly. Pick up your lunch and remain seated until dismissed.
- Pick up all paper and trash by your seat and place it in appropriate containers.
- Do not use lunch bags or trashcans for "shooting baskets."
- Students are not to bring soda, as part of the brought from home lunch.
- Students may not share or trade food with one another due to health concerns.

Parents and Visitors to School - In order to improve school safety, absolutely all visitors to must check in and provide proper identification at the office. Visitors must obtain a visitor's badge before exiting the office. The visitor's pass must be worn while in the school.

- Parents who wish to visit their child's classrooms must stop at the office to sign in and have a pass issued. This policy is for the protection, safety and best educational interest of your child as well as his/her classmates. Teachers will not interrupt instruction to discuss topics. Appointments must be made with the teacher to discuss topics of interest/concern.
- Classroom instruction will not be interrupted for any visitor. Teachers are allowed to meet with parents and/or others during scheduled appointments or before and after school hours. Scheduled meetings must be set for this to occur.
- For the safety of students no one is allowed to loiter on school property. We ask that all visitors wait outside the front doors until school has been dismissed. We want our children to be safe at all times.

Library Procedures - Students will visit the library weekly and will have the opportunity to check books out. Students and parents are responsible for returning all library books to avoid being fined.

Field Trips - Occasionally, classrooms and/or grade levels will have the opportunity to engage in a learning opportunity away from the school site. Information regarding field trips will be sent to parents at least four weeks in advance, with reminders thereafter. Parents are required to sign and return permission forms before the student will be able to attend a field trip. Most often parent volunteers will be asked to accompany a group to provide additional supervision. If you would like to volunteer for a field trip, please contact your child's teacher.

For the safety of our students, all parents and volunteers must obtain a background check before you will be allowed to attend field trips or volunteer at the school. Only adult family members will be allowed to accompany students on a field trip. Information and forms can be downloaded from the RGSD website.

After School Activities - All after-school activities will be school sponsored. Participation on the part of the student is voluntary and based on the activity guidelines. There must be parent/guardian permission in writing before students may become involved in an activity. Sponsors will send home more information regarding programs and activities,

Detention - Detention is given as an alternative to out-of-school suspension.

Notices will be sent home which **MUST** be signed and returned prior to a student serving detention. If the form is not returned, the student will be excluded from detention and other disciplinary actions may be taken. It is the student's responsibility to take the notice home, have it signed and return it to school the next day.

Lost and Found - Each year, many valuable items are not claimed from our Lost and Found. Due to the similarity of items, it is important that all belongings brought to school be clearly labeled with the child's first and last name. Small items such as jewelry, keys and eyeglasses will be turned in to the office. Unclaimed items will be donated to charity at the end of each semester.

Cell Phones - No student is allowed to have a cell phone visible and/or turned on during school hours. The school/district is not responsible for stolen or lost items. These items may be confiscated if displayed.

Electronic Devices and Toys - The possession of electronic signaling devices and equipment is strictly prohibited. Definition of electronic devices includes but is not limited to any of such items not approved/used as instruction or learning aids: hand-held electronic games (e.g. Game Boy), CD players, MP3 players, AM/FM radios, IPODs, cameras, recording devices (audio and/or visual) and cell phones.

HOME/SCHOOL COMMUNICATION

- A. Parent Involvement - **Take time to read all messages from school.**
- B. Stay in touch with school on a regular basis.
- C. Attend P.T.O. - Meeting days and times will vary by school.
- D. Volunteer/assist during school hours and at school events.
- E. Call and/or schedule a visit. Communication is the KEY!!
- F. Set a tone for Good Study Habits.
- G. **Read with your child daily.**
- H. Replenish student's supplies consistently.
- I. Attend parent/teacher conferences as scheduled.
- J. Provide a quiet place to study and use it regularly.
- K. Review daily work and homework.
- L. Assignment book should be signed & returned daily (grades 3-5).
- M. Books/notebooks should be brought home daily.
- N. Set a reasonable bedtime and keep it consistent. Rest is imperative.
- O. Praise your child frequently. Encouragement helps students achieve.
- P. **Talk with your child on a daily basis.**

Supporting Your Child

- Take advantage of opportunities to communicate with the classroom teacher and other school personnel as needed.
- Set the tone for good study habits.
- Make sure bedtime is reasonable and consistent.
- Find reasons to praise your child.
- Join Parent Teacher Organization (PTO)

Addressing Concerns -The administration, faculty, and staff of our elementary students encourage parents to address concerns in a positive and constructive manner. Please follow the procedures listed below to address any concerns within the school or classroom.

School Concerns:

1. School concerns should be addressed to the school principal.
2. Please request a meeting with the principal to address the concern.
If the concern is not resolved, please contact the Director of School Accountability.

Classroom Concerns:

1. Classroom concerns should be addressed to the classroom teacher first.
2. Please request a meeting with the classroom teacher to address the concern.
3. If the concern is not resolved, please contact the principal or assistant principal.
4. A conference can be established with the classroom teacher and administration.

Parent Teacher Organization - (PTO) meets once a month. All are welcome!! Please review your child's school PTO calendar for scheduled dates and times.

Reporting to Parents - Teachers will make every effort to remain in contact with parents. There are several methods to ensure communication between home and school. The first and easiest is to call school whenever an issue arises and speak with the teacher. All teachers have voice mail where messages can be left. Teachers check their voice mail daily and will return calls during their preparation time. Another option is email. Please consult your child's teacher for his/her email address.

Progress Reports - Mid-quarter progress reports are sent home four times a year. The dates are noted on the yearlong calendar and each monthly calendar.

Parent-Teacher Conferences - Formal conferences will be held to report student progress the first and third quarters. Exact dates are on the school calendar. Conferences will be scheduled to allow parents to see every teacher at one time, if possible. In addition to regular conferences and report cards, teachers will attempt to keep in constant contact with parents/guardians. Parents/guardians are encouraged to call the school to schedule appointments to meet with their child's teacher. Observations in classrooms **MUST** be scheduled through the principal's office.

Report Cards - Report cards for all grades are sent home four times a year. Parents keep their copy of the report card. Please sign and return the envelope.

ELEMENTARY SCHOOL SERVICES

Academic Support – If at any time you are concerned about your student's academics please contact your child's teacher, the school's counselor, or the principal.

Intervention Team (I-Team) -An I-Team may be formed to discuss interventions, behavior plans, and/or other services to assist a student to be successful in school. The team may be made up of the child's teacher, school counselor, principal, parent, Special School District personnel, and outside agencies when needed.

Counseling Services - Guidance and counseling services are available to serve all students. Any student may see the counselor as many times as necessary during the year. The Guidance Counselor also assists students in determining their interests, aptitudes, and special skills to make the most of their educational experiences.

Homebound Students - Homebound students receiving homebound instruction shall be considered officially present in class during the period of time that they are homebound. Teachers are required to provide assignments/projects for students according to the plan designed for the student.

Outside Services and Agencies - The school district works with multiple counseling agencies and drug prevention services in and around the St. Louis area.

Special School District - Riverview Gardens works in partnership with Special School District. If you feel your child may have special learning or physical needs, please contact the school counselor to begin the referral process. Please note that this process requires some paperwork that will need to be completed by you within a timely manner for the process to be completely followed through.

Missouri Department of Elementary & Secondary Education Every Student Succeeds Act COMPLAINT PROCEDURES

The Federal Every Student Succeeds Act of 2015 (ESSA), Title IX Part C. Sec. 9304(a)(3)(C) requires the Missouri Department of Elementary & Secondary Education (DESE) to adopt procedures for resolving complaints regarding operations of programs authorized under the Act, including Title I, Title II, Title III, Title IV (Part A), Title V, Title VI, and Title VII and Title IX, part C.

Who May File a Complaint?

Any local education agency (LEA), consortium of LEAs, organization, parent, teacher, or member of the public may file a complaint.

Definition of a Complaint

There are both formal and informal complaint procedures.

A formal complaint must be a written, signed statement that includes:

1. an allegation that a federal statute or regulation applicable to the state educational agency (SEA) or a local education agency (LEA) program has been violated,
2. facts, including documentary evidence that supports the allegation, and
3. the specific requirement, statute, or regulation being violated.

Alternatives for Filing Complaints

It is federal and state intent that complaints are resolved at a level nearest the LEA as possible. As described below, formal complaints filed with the SEA will be forwarded to the appropriate LEA for investigation and resolution. Informal complaints made to the SEA will be subject of an initial investigation by the SEA but will be forwarded to the LEA if a formal complaint evolves. Precise processes in both instances are described below.

Informal and Formal Complaints Received by the Local Education Agency

Informal and formal complaints filed with the LEA concerning ESSA program operations in that LEA are to be investigated and resolved by the LEA according to locally developed procedures, when at all possible. Such procedures will provide for:

1. disseminating procedures to the LEA school board,
2. central filing of procedures within the district,
3. addressing informal complaints in a prompt and courteous manner,
4. notifying the SEA within 15 days of receipt of written complaints,
5. timely investigating and processing of complaints within 30 days, with an additional 30 days if exceptional conditions exist,
6. disseminating complaint findings and resolutions to all parties to the complaint and the LEA school board. Such findings and resolutions also shall be available to parents, teachers and other members of the general public, provided by the LEA, free of charge, if requested, and
7. appealing to the Missouri Department of Elementary & Secondary Education within 15 days

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Appeals to the Missouri Department of Elementary & Secondary Education will be processed according to the procedures outlined in sections below.

Informal Complaints Received by the SEA Office

Informal complaints (i.e., verbal and/or anonymous) to the SEA by individuals (who may ask not to be identified to the LEA) concerning program operations in an LEA will be investigated by the SEA, according to procedures deemed most appropriate by the SEA, within 10 days of receipt of the complaint. Findings of this investigation shall be reported to the complainant within 10 additional days. In the event that the complainant requests further investigation or a hearing, the complainant must file a signed written complaint. This formal complaint will be processed according to procedures outlined in sections below.

Formal Complaints Initially Received by the SEA Office

1. *Record.* Upon receipt of a written complaint, a record of the source and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based, will be initiated.
2. *Notification of LEA.* Within 15 days of receipt of the complaint, a written communication will notify the district superintendent and the district NCLB coordinator of the complaint filed with the SEA. Upon receipt of the communication, the LEA will initiate its complaint procedures as set forth above. If the complaint is that an LEA is not providing equitable services to private school children, it also will be filed with the U.S. Secretary of Education.
3. *Report by LEA.* Within 20 days of receipt of the complaint, the LEA will advise the SEA of the status of the complaint resolution proceedings and, at the end of 30 days, will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public. A copy of this procedure also will be filed with the U.S. Secretary of Education, if it involves equity of services to private school children.
4. *Verification.* Within ten days of receipt of the written summary of a complaint resolution, the DESE office will verify the resolution of the complaint through an on-site visit, letter or telephone call(s). Verification will include direct contact with the complainant. If the complaint is about equity of services to private school children, the U.S. Secretary of Education shall also be given copies of all related communications.

Appeals

Appeal to the SEA

1. *Record.* Upon receipt of a written appeal to a complaint unresolved at the LEA level, a record of the source and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based, will be initiated.
2. *Investigation.* The SEA will initiate an investigation within 10 days, which will be concluded within 30 days from receipt of the appeal. Such investigation may include a site visit if the SEA determines that an on-site investigation is necessary. By stipulation of all concerned, this investigation may be continued beyond the 30-day limit.
3. *Hearing.* If required by the SEA, or formally requested by parties to the complaint, this investigation will include an evidentiary hearing(s) before a SEA Division Director acting as chairperson and designated staff personnel. Conduct of such hearings will follow the procedures outlined in state rules. The hearing proceedings shall be tape recorded and the recording preserved for preparation of any transcript required on appeal.

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Decision

Within 10 days of conclusion of the investigation and/or evidentiary hearing(s), the SEA will render a decision detailing the reasons for its decision and transmitting this decision to the LEA, the complainant, and the district school board. Recommendations and details of the decision are to be implemented within 15 days of the decision being given to the LEA. This 15-day implementation period may be extended at the discretion of the SEA Division Director. The complainant or the LEA may appeal the decision of the SEA.

Formal LEA Complaints Against SEA

1. Record. The SEA will record the source, and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based.
2. Decision. The SEA decision will be rendered within 15 days of the complaint receipt. The LEA will be promptly notified of the SEA's decision.
3. Appeal. The LEA may appeal the decision of the SEA to the SEA review board within 30 days of receipt of the decision. Procedures under the "Appeal to the State Agency Review Board" section will be followed.
4. Second Appeal. An applicant has the right to appeal the decision of the SEA Review Board to the U.S. Secretary of Education. The applicant shall file written notice of the appeal with the Secretary within 20 days after the applicant has been notified by the SEA of its decision.

Complaints Against LEAs Received from the United States Department of Education

1. Complaints against LEAs received from the U.S. Department of Education will be processed as though they had been received initially at the SEA.
2. A report of final disposition of the complaint will be filed with the U.S. Department of Education.
3. These procedures shall not prevent the SEA from partially or wholly interrupting funding of any LEA IASA program or taking any other action it deems appropriate.

Procedure Dissemination

1. This procedure will be disseminated to all interested parties through the agency webpage at <http://dese.mo.gov> and to subscribers to the Federal Programs listserv.
2. This guidance will be distributed through regional and statewide meetings with Federal Programs Coordinators. LEAs are asked to incorporate the elements of the complaint procedure into their own policies and procedures.
3. DESE will also keep records of any complaints filed through this policy.

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 5th Floor, 205 Jefferson Street, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or Relay Missouri 800-735-2966.

Public Notices

ANTI-DISCRIMINATION NOTICES

ADA/Section 504

The Riverview Gardens School District does not discriminate on the basis of disability in admission to, or access or access to, or operations of its programs, services or activities. The Riverview Gardens School District does not discriminate on the basis of disability in its hiring or employment practices. This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

Individuals who need auxiliary aids for effective communication in programs and services of the Riverview Gardens School District are invited to make their needs and preferences known to the ADA/Section 504 Compliance Coordinator.

NON-DISCRIMINATION STATEMENT

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (566) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider.

Title IX/Sexual Harassment

The Riverview Gardens School District maintains a firm policy prohibiting all forms of discrimination. Religious, racial, or sexual harassment or violence against students or employees is discrimination. In keeping with Title IX of the Educational Amendments of 1972, Public Law 92-318, it is the Riverview Gardens School District's belief that all persons are to be treated with respect and dignity. Sexual violence, sexual advances or other forms of religious, racial or sexual harassment by any pupil, teacher, administrator or other school personnel, which create an intimidating, hostile or offensive environment, will not be tolerated under any circumstances.

Age Discrimination Act of 1975/Title VI of the Civil Rights Act of 1964

The Riverview Gardens School District prohibits all forms of age discrimination in keeping with the Age Discrimination Act of 1975. In addition, the Riverview Gardens School District also prohibits any form of discrimination on the basis of race, color and national origin as outlined in Title VI of the Civil Rights Act of 1964. Questions, concerns, complaints or requests for additional information regarding the ADA, Section 504, or Title IX/Sexual Harassment may be forwarded to the Assistant Superintendent for Human Resources for Section 504, Title IX, and ADA in the Human Resources Department by calling (314) 869-2505, ext. 2409 on school days between the hours of 8 a.m. and 4:30 p.m. Written inquiries/complaints may be addressed to the above at 1370 Northumberland Dr., St. Louis, MO 63137-1413.

Persons desiring to contact the Office of Civil Rights for further information relative to any kinds of complaints above, may contact the Office of Civil Rights Customer Service Team at 1-800-421-3481.

ASBESTOS NOTICE

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing, and fire retarding capabilities. Virtually any building constructed before the late 1970s contained some asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers. If the fibers are inhaled, they can lead to health problems, such as cancer and asbestosis.

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which requires schools to be inspected to identify any asbestos containing building materials. Suspected asbestos-containing building materials were located, sampled (or assumed) and rated according to condition and potential hazard. Every three years, the

Riverview Gardens School District has conducted a re-inspection to determine whether the condition of the known or assumed asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. At the last re-inspection conducted in August 2007 on all district buildings with the exception of Danforth Intermediate, the Family Resource Center, and St. Sebastian School, all materials listed in the Management Plan as asbestos containing (or assumed to be asbestos-containing) were inspected and found to be in good condition. At the last re-inspection conducted in August 2008 at the Family Resource Center and Danforth Intermediate School buildings in August 2008 and at St. Sebastian School in August 2008, all materials listed in the Management Plan as asbestos containing (or assumed to be asbestos-containing) were inspected and found to be in good condition.

The law further requires an asbestos management plan be in place by July 1989. Riverview Gardens School District developed a plan, as required, which has been continually updated. The plan has several ongoing requirements: publish a notification on management plan availability and the status of asbestos activities; educate and train its employees about asbestos and how to deal with it; notify short-term or temporary workers on the locations of the asbestos containing building materials; post warning labels in routine maintenance areas where asbestos was previously identified or assumed; follow set plans and procedures designed to minimize the disturbance of asbestos containing building materials; and survey the condition of these materials every six months to assure that they remain in good condition.

The following buildings contain no asbestos-containing building materials, therefore no operations and maintenance programs or future inspections are required: Moline Elementary and Westview Middle School. During the past year, asbestos containing building materials have been removed, encapsulated, or enclosed in the following buildings: Riverview Gardens High School, Highland Elementary School, Koch Elementary School, Gibson Elementary School, St. Sebastian School and the Transportation Building. During the next year, we plan to conduct the following asbestos related activities at the following school buildings: Riverview Gardens High School, Glasgow Elementary School, Central Middle School, Highland Elementary School, Danforth Primary School, Danforth Intermediate School, Lemasters Elementary School, Meadows Elementary School and Koch Elementary School.

It is the intention of Riverview Gardens School District to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan at the district's Department of Facilities at 10101 Lewis and Clark Blvd or by calling the Facilities Department, our designated asbestos program coordinator, at 314-869-9564, ext. 2656, during regular business hours, and all inquiries regarding the asbestos plan and asbestos-related issues should be directed to him.

PARENTS RIGHT TO KNOW NOTICE For No Child Left Behind & Title I Programs

Our district is required to inform you of certain information that you, according to The No Child Left Behind (NCLB) Act of 2001 (Public Law 107-110), have the right to know. The Riverview Gardens School District is fully committed to the NCLB requirements and its efforts to assure educational success for students.

Upon your request, the Riverview Gardens School 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, Riverview Gardens School District must provide to each individual parent
- Information on the achievement level of the parent's child in each of the state academic assessments as required
- Timely notice that your child has been assigned, or has been taught for four or more consecutive years by, a teacher who is not highly qualified. • Information stating that your child has been identified as limited English proficient (if applicable to your child) and will be participating in an English acquisition program.
 - Notification if your child's school has been identified for school improvement, and options available for their child.
 - Notification of the option to transfer your student if the student is enrolled in an identified persistently dangerous school or if the student has been the victim of a criminal offense while on school property to a school not identified.
 - Information on the district's complaint resolution procedures (see attached)

If you would like to receive any of the information listed above or for more information about Title I parental notification requirements, please feel free to contact the Director of State and Federal programs at (314) 869-2505.

The Riverview Gardens School District is fully committed to the success of your child. We appreciate your partnership in our efforts.

RIGHTS OF HOMELESS STUDENTS

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education as provided to other children and youths, according to the McKinney-Vento Homeless Assistance Act. Section 725(2) of the McKinney-Vento Act defines “homeless children and youths” as individuals who lack a fixed, regular, and adequate nighttime residence. The term includes—

- Children and youths who are:
 - sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as “doubled-up”);
 - living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
 - living in emergency or transitional shelters; or
 - abandoned in hospitals;
- Children and youths who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
- Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children who qualify as homeless because they are living in circumstances described

Services & Opportunities:

Children and youth in homeless situations are eligible to any supports/services offered to traditionally enrolled students. Those supports include, but are not limited to:

- Transportation
- School supplies/Uniforms
- School Activities and Field Trip Fees
- Tutoring
- Case Management and referral services
- Mental Health Counseling

Foster Care

Children and youth are protected under Every Student Succeeds Act of 2015 (ESSA).

- “Foster Care” is defined as 24-hour substitute care for all children placed away from their parents or guardians and for whom the child welfare agency has placement and care responsibility.
- Includes placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions, and pre-adoptive homes.

The Riverview Gardens School District Office of Student, School and Community Support Services coordinates educational services for the district’s homeless students. For more information, call Andrea Woods at (314) 868-9829, ext. 4871.

THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents and students who are 18 or emancipated minors (eligible students) certain rights regarding the conducting 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 in whole or in part is a program of the U.S. Department of Education (ED) --
 1. Political affiliations or beliefs of the student or student's parent;
 2. Mental or psychological problems of the student or student's family;

3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of:
 1. Any other protected information survey, regardless of funding;
 2. 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
 3. 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:

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

The Riverview Gardens School District will directly notify parents and eligible students of these policies at least annually and after any substantive changes. The District will also directly notify parents and eligible students, such as through U.S. mail or e-mail, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- 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/eligible students who believe their rights have been violated may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605.

Questions or requests may be addressed to the Superintendent at (314) 869-2505, 1370 Northumberland Drive, St. Louis, MO 63137-1413.

SERVICES AND RIGHTS FOR STUDENTS WITH DISABILITIES

Students with disabilities have protections and rights under Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA), and, when diagnosed with an educational disability that requires special education services, the Individuals with Disabilities Education Act (IDEA). Such students are protected from discrimination and entitled to a "free appropriate public education."

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 Riverview Gardens School District, in partnership with the Special School District of St. Louis County, 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, special learning disabilities, speech or language impairment, traumatic brain injury, visual impairments/blindness and any child with a developmental delay.

The Riverview Gardens School District, in partnership with the Special School District of St. Louis County assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri's First Steps Program.

The Riverview Gardens School District, in partnership with the Special School District of St. Louis County, 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 Special School District of St. Louis County has developed a Local Compliance plan for 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 General Education Provision (GEPA). This plan is available for public review during regular school hours on days school is in session in the Office of the Superintendent of Schools or Office of Director of Special School District at (314) 869-2505, ext. 1426.

Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) that reside in the district. This census must be compiled by December 1 of each year. This information is treated as confidential and must include: name of the child; parent/legal guardian's name/address; birth date and age of the child; the child's disability; and the services provided to the child. If you have a child with a disability or know of a child with a disability that is not attending the public school, please contact Director of Special Education at (314) 869-2505 ext. 1426 or the Special School District of St. Louis County at (314) 989-8100.

This notice will be provided in native languages as appropriate.

ANNUAL NOTIFICATION REGARDING STUDENT RECORDS

The protection of student rights has always been a top priority of the Riverview Gardens School District. This document is distributed annually to all parents and students in order to comply with state and federal requirements to notify the parents/guardians and eligible students of their rights with respect to the student's educational records.

In general, a student's educational record includes any information maintained by the school district, which contains information directly related to a student. A major exception would be a personal record kept by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person except a temporary substitute for the maker of the record.

The Family Educational Rights and Privacy Act (FERPA) affords to parents/guardians (parents) of students, and to students themselves who are over 18 years of age (eligible students), certain rights with respect to the student's education records maintained by Riverview Gardens School District (District). These rights are outlined below:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a written request for access. Parents or eligible students should submit to the school principal a written request that identifies, as precisely as possible, the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The rights 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 District to amend a record should write the principal or appropriate official, clearly identify the part of the record they want changed and specify why it should be changed. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to privacy of personally identifiable information contained in the student's education record 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 District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the District's Board; a person or company with whom the District has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student or other volunteer 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 for the District. The Voluntary Inter-District Choice Corporation (VICC) and its officers, employees, and agents are also school officials with legitimate educational interests because they act for and on behalf of the District with respect to transfer students and the transfer program, and because they seek to advance the interests of both. A transfer student's attendance records and other educational records relevant to the student's participation in the program or to the program itself may accordingly be disclosed to VICC without obtaining written consent from the parent/guardian or eligible student. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the 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 20202-8520.
5. The District may disclose appropriately designated "directory information" without written consent unless the parent or eligible student has advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the District to include this type of information from the student's education records in certain school publications. Examples include: a playbill, showing the 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 or eligible student'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 Education 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. Such information is also considered a "public record" which must be released upon demand to any person who requests it, under the Missouri Sunshine Law.

If a parent, guardian, or eligible student does not want the District to disclose directory information from a student's education records without their prior written consent, they must notify the District in writing within 10 days of receiving this notification. The District has designated the following information as directory information: Student's name, address, telephone listing, electronic mail address, date and place of birth, grade level, major field of study, enrollment status, participation in officially recognized activities and sports, photographs, weight and height of members of athletic teams, dates of attendance, degrees, honors, awards received, most recent educational agency or institution attended.

Anyone having questions regarding school policy relating to student disciplinary records is welcome to contact the Riverview Gardens School District Superintendent at: 1370 Northumberland Dr., St. Louis, MO 63137-1413 or by phone at (314) 869-2505.

The Family Educational Rights and Privacy Act (FERPA)
Notice of Directory Information and

DIRECTORY INFORMATION OPT-OUT FORM

The Riverview Gardens School District designates the following information contained in the educational records of its students as "directory information" pursuant to FERPA (The Family Educational Rights and Privacy Act): **Student's Name Address; Telephone Listing; Electronic Mail Address; Date and Place of Birth; Major Field of Study; Dates of Attendance; Grade Level; Enrollment Status; Participation in Officially Recognized Activities and Sports; Weight and Height of Members of Athletic Teams; Degrees, Honors and Awards Received; Most Recent Educational Agency or Institution Attended by the Student; Student's Name, Address and Telephone Number to Military Recruiters; Photographs and Videos of student.**

The primary use of the Directory Information in the Riverview Gardens School District is to include this type of information from a student's education records in certain school publications, such as: A playbill, showing a student's role in a drama production; Honor Roll or other recognition lists; graduation programs; sports activity sheets such as for football, showing weight and height of team members; yearbook; print and broadcast media; school newspapers, newsletters and literary magazines; School District publicity such as *The View*, brochures and other printed publicity materials, promotional videos and the RGSD Website.

Parents of students or students aged 18 years or older or emancipated (Eligible Students) have the right to refuse the designation of the above information as Directory Information. If you **DO NOT** want the Riverview Gardens School District to disclose Directory Information from your education records without your prior written consent, **you must notify us in writing within ten (10) days of receiving this Notice and Directory Information Opt-out Form.** Please complete this form and return it to the school's office. Upon the District's receipt, the Directory Information identified below will not be released without prior written authorization.

To: Riverview Gardens School District
1370 Northumberland Drive
St. Louis, MO 63137-1413

Subject: Directory Information Opt-Out Notice

I understand that, pursuant to FERPA, the Riverview Gardens School District may disclose Directory Information, which is certain information about a student that is generally not considered harmful or an invasion of privacy, without the parent's or Eligible Student's consent, except as required by law. If the parent or Eligible Student does not want any of the above information to be designated as Directory Information that can be disclosed without the parent's or Eligible Student's consent, please list the full name of the student(s) and the Directory Information that cannot be disclosed about the student(s) without written consent.

Note: Return of a completed form with "All information" means that the student's portrait will NOT be included in the yearbook. If completing this form, send back to child's/children's school(s)

Parent/Guardian printed name: _____

Parent/Guardian Signature: _____ Date: _____

OR

Eligible Student printed name: _____

Eligible Student Signature: _____ Date: _____

Eligible Student Date of Birth: _____