

**DREXEL R-IV  
JR/SR HIGH SCHOOL**



**HANDBOOK**



## **MISSION STATEMENT**

Our mission at Drexel Public Schools in partnership with the community, is to empower all students to achieve their potential for academic excellence, leadership development, personal growth, and career success.

## **VISION STATEMENT**

Drexel R-IV School District's Vision is to prepare all students to become responsible members of society, equipped to meet the challenges of tomorrow.

## **DISTRICT PHILOSOPHY**

It is the belief of the Drexel R-IV Board of Education that one of the fundamental rights of each individual is the right to equal access to educational opportunity regardless of race, sex, handicap or economic status. These opportunities must not be limited to one segment of our community but must allow every individual to profit from educational experiences. The end result would be individuals who are adequately prepared to enter the next level of their lives, whether in the market or at college. In order to achieve this, the following goals have been established:

- Each individual will have the opportunity to develop his or her intellectual ability to the fullest capacity. The student must become proficient in communication, quantitative thinking, social processes, scientific understanding, decision-making and esthetic appreciation in order to understand and acquire knowledge and fundamental intellectual processes.
- Each individual will have the opportunity to develop knowledge, understanding, and the skills in the process of physical growth, health, and recreation to the extent of his or her ability.
- Each individual will have the opportunity to develop social skills such as cultural awareness, citizenship, interest within the social environment, and the positive moral and ethical values.
- Each individual will have the opportunity to participate in activities to help in educational and occupational decision-making appropriate to his/her level of ability and occupational goals.

## **A+ PROGRAM**

Drexel High School is a proud participant of the Missouri A+ School Program. Students who enter and complete this program will receive A+ dollars from the state to be used at a variety of Missouri colleges, universities, and technical programs.

### **A+ Designation Requirements**

- Graduate high school with a cumulative 2.5 GPA (non-weighted)
- Score proficient or advanced on the Algebra I EOC.
- Have at least 95% attendance average in high school.
- Perform 50 hours of unpaid tutoring / mentoring in a school sponsored program.
- Maintain good citizenship throughout high school.
- Attempt to secure federal financial assistance funds that do not require repayment.

To receive additional information on the A+ program please contact Mr. Kenny Shipps, A+ Coordinator for the Drexel R-IV School District.

## **DISTRICT INFORMATION**

The district profile, BOE policies, staff contact information, CSIP plan, yearly and event calendars, parent/student access to Tyler SIS and many more important pieces of information can be found on the district website at [www.drexel.k12.mo.us](http://www.drexel.k12.mo.us). Also, the high school and many organizations and teams have their own Facebook pages.

**MASCOT**  
**SCHOOL COLORS**

**BOBCATS**  
**BLACK AND GOLD**

### **SCHOOL FIGHT SONG**

Fight, fight for Drexel tonight,  
we're gonna win, so come on and fight!  
Send those \_\_\_\_\_ home in shame,  
add all the glory to Drexel's name We'll never falter; we'll never fall.  
Drexel High will win over all! V-I-C-T-O-R-Y spells victory for Drexel High!

## **ADMISSION**

New Students are enrolled in Drexel R-IV School District when records from the sending school indicate the child meets regulations for entrance. In addition to the sending school documentation, parents, families or legal guardians must fill out Drexel online enrollment forms. Students seeking admission to the Drexel R-IV Schools must be residing with their legal guardian within the Drexel School District. This does not apply to students over the age of 18. A current proof of residency (utility bill, must have physical address and must be within the last 90 days) must be on file and provided within 30 days of enrollment; or if the student / family address has changed. A birth certificate must be on file and provided within 90 days of enrollment. Immunization records must be on file before the student is allowed to attend.

Non-resident students may enroll in Drexel R-IV Schools with the approval of the Board of Education and tuition payment. The Drexel R-IV Board of Education sets the tuition rate annually. Questions regarding non-resident tuition should be directed to the Superintendent of Schools. Transportation is not available for non-resident students.

## **BELL SCHEDULE**

The junior and senior high school will operate on a seven (7) (54 minute) period day. There will be four (4) minutes allowed for the changing of classes between each period. Students should NOT plan to arrive prior to 7:35 a.m. A school sponsor must be present for all groups or individuals in the school buildings before 7:35 a.m. or after 3:35 p.m. The school district is not responsible for student supervision outside of these times. All bus riding students will enter/exit the building at the south entrance. All other 9-12 grade students are to enter/exit the building through the north commons entrances.

**DREXEL R-IV JR/SR HIGH FACULTY AND STAFF**

Superintendent	Terry Mayfield
Principal	Gary French
Assistant Principal	Doug Chisam
Counselor	Jonathon Stackhouse
Tech Coordinator/Athletic Director	Sam Oram
Agriculture	Dakota Tucker
Science	Gary Griffin
Science	Becky Morgan
Language Arts	Melissa Busch
Language Arts	Donna Rooney
Mathematics	Larry Reynolds
Mathematics	Jessica Boydston
Computers/Business	Holly Bennett
Social Science	Tim Latham
Social Science	Kenny Shipps
Art	Bradley Rolfs
FACS	Royalyn Rolfs
Special Education	Loretta Bailey
PE	Philip Dean
Librarian	Judy Daniel
Vocal/Instrumental Music	Jacob Eppel
Business Manager	Kara Smith
Superintendent's Secretary	Sara Borden
Building Secretary	Wanda Wilkins
Paraprofessional	Cassandra Slattery
Paraprofessional	Shelly Jacobs
School Nurse	Darrah Munter
Director of Food Service	Janice Russell
Maintenance	Bradford Wine
Custodian	Darrel Wilson
Custodian	Steve Hunziker
Custodian	Curtis Reese
Meal Program Director	Lacey Wheeler
Food Service	Britanni Nichols
Bus Contractor	Kevin Gunnel's

## **DISMISSAL – INCLEMENT WEATHER**

Because student safety is a primary concern, it is occasionally necessary to dismiss school due to poor weather conditions. Every attempt will be made to reach a decision by 6:00 a.m. The District's automated calling system will be utilized to alert students of school cancellations. Additionally, DHS Social Media and the Kansas City TV stations will be notified through a regional cancellation network. No announcement indicates school will be in session. Students should not call teachers and administrators

## **DRESS CODE**

Student expression is a very important part of life during the high school years. We respect this important part of life, but feel school is not the place for some of the current dress trends. We must realize that school is meant to be a learning atmosphere. To enhance student learning we believe that certain fashions are unacceptable.

1. Caps, hats, bandannas, sunglasses, and chains are not permitted to be worn the building during school hours. Caps must be removed when entering the building.
2. Extremely torn or sloppy styles of clothing are prohibited.
3. Shorts and dresses are expected to be of appropriate length.
4. Bare midriff, halter tops, underwear type shirts or any revealing clothing is not permitted.
5. Pants and tops must be worn in an appropriate manner so that no undergarments or skin are exposed or showing, regardless of whether the student is sitting, standing, leaning over or stretching.
6. Clothing and jewelry or anything that has suggestive messages will not be permitted at school.
7. Clothing that promotes alcohol, tobacco or drugs are not to be worn at school or any school event.
8. No body painting or face painting will be permitted unless otherwise approved by administration.
9. Shoes must be worn at all times.

The administration reserves the right to determine if the student's appearance is deemed inappropriate or distracting to the learning environment. If so, they the student will be asked to make the necessary changes. Students will be expected to cooperate with the administration regarding dress and appearance.

## **STUDENT DISMISSAL PRECAUTIONS /PROCEDURES**

The administration will establish procedures to validate requests for early dismissal, to assure that students are released only for proper reasons, and only to authorized person(s).

Staff members shall not excuse any student from school prior to the end of the school day, or into any person's custody without the direct prior approval and knowledge of the building principal or his designee. In keeping with these precautions, the following procedures will be adhered to:

- The principal shall not excuse a student before the end of the school day without a request for early dismissal by the student's parent or guardian, except in cases where law enforcement authorities legally intervene.
- Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent or guardian.
- Children of single-parent families will be released only upon request of the custodial parent; i.e. the parent whom the court holds directly responsible for the child, and who is identified as such on the school record. In physical joint custody cases, every reasonable attempt will be made to release the student to the appropriate parent or guardian.

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

### **ABSENCES**

Students who are 10 minutes late for class will be considered absent. Students should not be considered absent if they have been to the nurse, counselor, or detained by another staff member. Absences need to be confirmed by a note or phone call from the student's parent or guardian. Married students and students who, for other reasons, are not living with a parent or guardian must make arrangements with the principal in order for absences to be excused.

The School Board has determined that the following examples are what may be acceptable absences from school:

1. Illness or injury of the student, Principal may require written excuse from a physician.
2. Serious illness or injury of a student's family member when the student's presence is necessary or expected, with written excuse from parent.
3. Medical appointments, with written appointment confirmation by medical provider.
4. Funeral, with written excuse from parent. The principal may require a program or other evidence of attendance as additional verification.
5. Religious observances, with written excuse from parent.
6. Other appointments that cannot be scheduled outside attendance hours, such as court appearances, with written excuse from parent.
7. Out-of-school suspension
8. Visits with a parent or legal guardian who is an active duty member of the military who has been called to duty for, is on leave from, or is immediately returned from deployment to a combat zone or combat support posting, with permission of the superintendent or designee.

In case it is necessary for a student to leave school during school hours, parents/guardians must notify the office either by telephone or in writing. Students are required to sign in and sign out in the office whenever entering and departing the school during school hours.

## **JUNIOR AND SENIOR HIGH ATTENDANCE POLICY**

This policy pertains to all students enrolled in Drexel Junior and Senior High School, except those students with an active federally required Individualized Educational Plan (IEP) who are exempted in the IEP.

Regular school attendance is required by Missouri law and is essential to the academic performance of each student. Although students who have been absent can make up written exercises and some tests, no effective method exists to compensate for missed lectures, classroom discussions, teacher assistance, or teacher explanation. This policy is to promote regular class attendance, maximize each student's opportunity to receive the full benefits of the education offered by the Drexel R-IV School District, and to encourage students to assume responsibility for their conduct.

### **Excessive Absences**

Students will be permitted a maximum of nine (9) absences per class per semester. A student who accrues ten (10) undocumented absences will automatically forfeit credit for the class. A student will be considered absent if he or she misses more than ten (10) consecutive minutes of class time. Exemplary attendance does not ensure credit in a class. Each student is responsible for fulfilling the academic requirements for earning credit.

Students must maintain an average of 90% attendance rate during the school year in order to participate in any co-curricular or extra-curricular activities. This includes athletics, pep band, FFA, FBLA, FCCLA, dances, including prom. Also, any graduating senior who does not maintain a 90% attendance rate may not be allowed to walk at graduation. The first check for attendance rates will be at the end of 1<sup>st</sup> quarter. Any student who is deemed ineligible due to attendance, will not be reinstated until their attendance reaches the 90% average.

### **NOTICE AND MAKE-UP WORK / STEPS TO FOLLOW WHEN ABSENT**

1. Have parent or guardian call to report absence between 7:30 a.m. and 9:00 a.m. on the morning of the absence (816-619-2287). If the principal's office secretary is unavailable, it is acceptable and desired that a message be left on voicemail. The messages are given prompt attention. If the school has not been notified of a student's whereabouts on the day of the absence, the school will attempt to notify parents or guardians by phone after 9:00 a.m.
2. Known doctor, dental, and family appointments should be phoned-in prior to the day of the student appointment and every attempt should be made to schedule all appointments for after school hours or on Mondays. A student must sign-out before leaving school and sign-in upon return in the principal's office. Also, please provide a note from the physician to the office upon returning to school after each visit.
3. If it is impossible to call, the parents must write an excuse giving names, dates, and reason for the absence.
4. Students should present excuses to the principal's office secretary.
5. When students are absent ten (10) consecutive school days with no school contact, they will be dropped from school rosters.



6. If a student will be absent from school for two or more days, the parent or guardian is encouraged to notify the school so that assignments may be collected and sent to the student.

7. Credit for make-up work is permitted for all absences. When absences are anticipated, such as family trips, the student is to contact his/her teachers so that the student may make arrangements to complete work that will be missed. It is the student's responsibility to inform the teacher that he/she will be absent and to request any and all make-up work.

Students with absences will be allowed a minimum of 1 day per day absent to complete make-up work and alternative assignments. For absences longer than one day, the maximum time allowed will not exceed one week without special permission from the principal. Example: If a student misses eight days of class and returns to school on Wednesday, the 19<sup>th</sup> day of the month, the student must complete and submit all make-up work on or before Wednesday, the 26<sup>th</sup> day of the month, unless the student receives special permission from the principal.

### **PROCEDURES**

When a student accumulates the fifth unexcused absence in any semester, a letter will be sent home with the student notifying them of the fifth absence. The letter will be accompanied with a current attendance report that includes dates and times of absences. Detention will be assigned.

On the seventh unexcused absence in any semester, the student and administrator will meet to discuss and address the attendance issue and parents will be notified by a letter sent from the principal. The letter will be accompanied with a current attendance report that includes dates and times of absences.

When the student accumulates the tenth unexcused absence in any semester, the student will forfeit credits in which ten classes have been missed. The parents or guardian will receive a phone call and will be asked to schedule a conference with the attendance committee to address the attendance problem and appeal the forfeiture of credit. Documented illnesses and special circumstances may result in a waiver of this conference with the attendance committee.

A student who has accrued ten unexcused absences retains the option of receiving a grade of N (No grade, no credit). The student must maintain a passing grade during the grading period to receive a grade of N. If the student has not maintained a passing grade during the semester, the student will receive an F (Failure). A grade of N will not affect a student's Grade Point Average (GPA) but if the student fails the course the grade will be counted in the student's GPA. A student will not be denied an education. The student will forfeit credit for the class as a result of having missed a substantial portion of the instruction and work provided during the semester.

On the fifteenth absence of any type in any semester, without any type of physician's documentation, the parents or guardians will receive a call from the principal informing them of the school's responsibility to contact the Missouri Department of Social Services, local law enforcement, and appropriate juvenile services. In addition to contacting parents, the district will contact Missouri Department of Social Services, local law enforcement, appropriate juvenile services, and the truancy officer regarding Ordinance #06-17 Sec. 205.595.

## **EXCEPTIONS**

Approved, school sponsored, out-of-school activities (field trips, sporting events, etc.) will not be counted as absences for purposes of the excessive absence policy.

Absences resulting from significant acute or chronic medical conditions may provide the basis for an exception or an appeal. Therefore, all such conditions should be verified in writing by a physician. Parents of students who are absent for an extended time due to illness or surgeries, may request for the child to be placed on homebound instruction.

## **STUDENT COLLEGE / VOCATIONAL SCHOOL DAYS**

We recognize that it is necessary for students to visit colleges from time to time as they prepare to continue their education. During the Junior and Senior year, a student may request to visit an institution he/she plans to attend after graduation. **STUDENTS WHO WISH TO VISIT COLLEGES SHOULD REQUEST A COLLEGE DAY VISIT FORM IN THE GUIDANCE OFFICE BEFORE MAKING THE COLLEGE VISIT.** All necessary arrangements (including make-up work) are the responsibility of the student. Students are expected to take advantage of all opportunities provided locally to obtain information about that institution. No visits will be approved when it is evident that the student has no intention of attending a specified college or university.

## **BUS REGULATIONS**

- Driver is in charge of the pupils and the bus. Pupils are expected to follow directions from the bus driver.
- Be timely. The bus cannot wait beyond its regular schedule for those who are running late.
- All riders are expected to be at bus stop 5 min prior to scheduled pick up (unless unfavorable weather conditions prevent it)
- Never stand in the roadway while waiting for the bus.
- Stay in your seat with feet out of the aisle while bus is in motion.
- No eating or drinking on the bus at any time.
- Classroom conduct is to be observed by pupils while riding in the bus, except for ordinary conversation. No horseplay permitted.
- Do not move about within the bus while it is in motion.
- Be quiet when the bus is at railroad crossings.
- Any damage to a bus by a student must be paid for by the student who damaged the property.
- Animals are not allowed on the bus.
- The driver will not discharge riders at places other than the regular bus stop near the home, or at school, unless by proper authorization from parent, the superintendent, or principal.
- Riders may bring one additional rider on route. If more than one additional rider, then the bus driver requests 2 days' notice to make sure there is adequate space on the route.
- Note: Failure to follow these regulations will result in parent and school notification and possible disciplinary action.

## **REGULATIONS FOR BUS TRIPS INVOLVING SCHOOL GROUPS**

It is the intent of the Drexel R-IV School District to provide adequate transportation for all students to and from extra-curricular activities. Students are required to use the transportation provided to activities unless prior arrangements are made with the designated activity sponsor and the principal. The following regulations should be observed:

1. School sponsored field trips are for Drexel R-IV School students only. Non-Drexel students are not permitted to ride Drexel R-IV school buses and are not to be housed with Drexel R-IV students. (Exceptions exist when a school district has a cooperative agreement with another school for sporting contests).
2. Students who ride a bus to attend and/or participate in any off-campus school activity will be expected to return on the bus. If the student is to return home with parent(s) or guardian(s), the sponsor needs written approval from the parent(s) or guardian(s). Students will not be released to ride home with other relatives or friends. Requests for alternate transportation must involve a personal communication between the parent or guardian and the administration. In all cases, requests for alternate transportation for student, either to or from activities, will be granted only when a special situation exists which would create an unnecessary hardship for the parent.
3. The sponsor will post or inform students as to the time of departure and the approximate time of return.
4. At least one certified teacher will be on each bus. Any non-faculty sponsor must be approved by the principal or superintendent well in advance of any trip.
5. Sponsors will be in charge of the bus trip and its passengers until the bus arrives back at school after the activity.
6. The sponsor will have a list of all passengers. After the activity, the sponsor will check to see that all passengers are accounted for before the bus departs.
7. In a case where a passenger is not accounted for when the bus is ready to leave, the sponsor will immediately attempt to determine where the missing passenger may be. Upon satisfactory solution or explanation, sponsor will permit the bus to depart for Drexel R-IV. The bus should not leave without an explanation or satisfactory solution for the missing passenger.
8. The sponsor is responsible for the behavior of students on any school-sponsored bus trip. The sponsor does have the authority to stop any violation at the time it occurs. These violations should be reported to the principal upon return.

## **RULES GOVERNING SOCIAL FUNCTIONS**

1. All guests must have administrative approval to attend (see #2 below).
2. Administrative approval for guests to attend school dances, i.e. Prom, Homecoming, Courtwarming, etc., will only be granted for those who have completed the Social Function Release Form and are between the ages of 15 and 20, inclusive.
3. Application for a social event and formal dances should be made at least a week in advance.

4. Non-school students' attendance at DHS social functions is a privilege, not a right. Therefore, the administration has the right to deny admittance to any or all non-school guests.
5. Guests will observe the same high standards of social conduct expected of DHS students.
6. STUDENTS AND/OR GUESTS LEAVING THE EVENT WILL NOT BE ALLOWED TO RETURN.
7. Use and/or possession of tobacco products are strictly prohibited.
8. Alcoholic beverages and any other illegal substances will not be allowed on school property or at school functions.
9. All activities will end by 11:30 p.m. Activities on school nights will end at 10:00 p.m.
10. The same rules and regulations that apply during the normal school day are applicable to all school activities.
11. All fines must be paid prior to the dance in order for student to be allowed to attend.

#### **CARE OF SCHOOL PROPERTY**

All students are responsible for leaving the school buildings and equipment in good condition. Students are reminded that the school and its contents are the property of all parents and all taxpayers in the school district. The way students care for their school is a direct indication of their respect for personal property and that of others.

- The student will be required to pay for books, supplies, equipment or other school property that is lost or damaged beyond ordinary wear and tear.
- The administrator or a designated person will assess the estimated replacement cost.
- Deliberate destruction of school property may result in disciplinary action.
- According to state law, parents of persons under the age of eighteen are responsible for damages and losses caused by their children.
- Students are not to touch windows or thermostats.

Trash cans are provided throughout the school buildings and on school grounds. It is expected that students will dispose of trash properly and thereby help keep the school buildings and grounds neat and attractive.

#### **CHANGE OF SCHEDULES**

All schedule changes should be completed during the first two weeks of the semester. Schedule changes should be made through the counselor. AFTER THE 13TH WEEK OF A SEMESTER, ANY COURSE DROPPED WILL BE RECORDED AS AN "F" FOR THE SEMESTER. A drop/add slip must be presented to all instructors involved. Both the counselor and principal must approve a change of classes.

## **EARLY GRADUATION**

Students may elect to graduate early after the completion of their cohorts 7<sup>th</sup> semester of 9-12 schooling. Students who wish to graduate early will be required to meet with the guidance counselor and submit written notification to the principal one semester prior to the desired date of graduation. The guidance counselor will notify the student's parents or guardians of the student's decision if the student is a dependent. The student will receive a diploma if the student has met the Drexel R-IV School District's graduation requirements. The student who chooses early graduation will be allowed to participate in the spring graduation ceremonies but will be considered an alumnus for all other activities, including all extra-curricular activities and dances.

## **EMERGENCY PREPAREDNESS DRILLS**

Fire, tornado, intruder and earthquake drills will be conducted routinely for all students attending Drexel Schools. In the case of an actual emergency, once all students are safe and accounted for, the school district will notify parents using the district wide electronic messaging system, School Messenger. The location and procedures for picking up their students will be provided at this time. This is why it is very important for parents / guardians to maintain up to date contact numbers in the districts central office with Mrs. Sara Borden. Emergency instructions are posted in all classrooms and will be reviewed with all students throughout the school year. For more information go to <http://www.fema.gov/earthquake/earthquake-safety-school>

## **EXTRACURRICULAR ACTIVITIES AND DISCIPLINE**

- Any student who is placed OSS will be ineligible to play / participate / or attend games and activities for all days the suspension is in effect.
- Any student who is placed in OSS will not be allowed to practice in a sports program after school hours while the suspension is in effect.
- Any student who is placed in OSS will not be allowed to attend or participate in any extracurricular event the day the suspension is in effect.
- Any student who has been assigned a Friday School must fulfill this obligation prior to participation in any extracurricular events. The student may participate with no restrictions until the day of the scheduled Friday School.

## **NURSES NOTES ON ILLNESS**

Please do not bring your child to school if he/she is sick (fever over 100 degrees Fahrenheit, vomiting, diarrhea, unexplained rash, pink eye, etc). A child who is sick is not going to feel like being actively involved in their learning, will not enjoy being at school, and will also increase the risk of other children becoming ill. We ask that you call and let us know if your child will not be attending school any day due to illness.

Children with the following may not attend school: • Chicken pox • Mumps • Pink eye or conjunctivitis • Measles • Rubella • Whooping cough • Scabies • Scarlet fever • Fever greater than 100 degrees • Diarrhea or vomiting • Rash • COVID 19 • Influenza

If your child gets ill while at school, he/she will be isolated from the other children until he/she can be picked up. Please keep your emergency contact information up-to-date so the school will be able to reach you and you can give your child the care that he/she needs quickly. We want your child to return to school as soon as possible; however, if a child has a fever, vomiting or diarrhea, he/she will need to be free of those symptoms for 24 hours without fever reducing medication before returning to school. If a child has a contagious illness (pink eye, strep throat, etc.) your child must be on prescribed medication for 24 hours before returning to school. A doctor's note will be needed for your child to return if he/she was sent home with a contagious illness.

### **MEDICATIONS**

The school has on the campus stocks of epinephrine or emergency asthma medication that can be used on any student in an emergency. Please note that if you choose not to have this medication administered to your student during an emergency, please provide this request in writing to the school nurse.

Parents must hand deliver all medications to the school nurse and complete form(s) through the nurses office. Students are not allowed to carry medications on their person.

### **SCREENINGS**

Screening tests for various health conditions (such as vision, hearing, speech, dental and scoliosis, speech / language) will be conducted in accordance with administrative policy and procedures. Students may also be weighed and measured. Parents/Guardians will receive written notice of any screening result that indicates a condition that might interfere with a student's progress or health. These screenings will take place in throughout the year with the exception of the scoliosis screening. Scoliosis screenings will be conducted in the spring for 6th and 8th grade students. Students will be excused from any screening upon written request from the student's parent/guardian.

### **FEES**

**Graduation caps and gowns:** Each graduating senior will purchase graduation clothing. While the fee may vary from year to year, the approximate cost is twenty-eight dollars (\$28.00).

**Yearbooks:** Yearbooks are sold to the students who wish to purchase them. The cost of the book will be determined by the actual financial expense of the yearbook account.

**Damages to school property:** Students who are responsible for damages to any school property will be charged a fee based upon replacement cost of the damaged item.

**Library Fines/Lost Material/Damages:** 2 cents/day books/materials, 5 cents/day overnight materials. Lost books/material and damages will be reimbursed for the purchase price.

**Chromebook Rental Fee:** A \$20 fee will be charged each year, for each student grades 7-12, for the use of the Chromebook. Sliding scales are offered for families with more than one 7-12 grader. More information is available in the Chromebook handbook.

NOTE: Students who have unpaid bills of \$10 or more, will have their Tyler SIS access shut off until all fines have been paid.

#### **GRADUATION REQUIREMENTS FOR 2020-2021**

<b>Subject Area</b>	<b>Units</b>
Communication Arts*	4
Mathematics	3
Science	3
Social Studies**	3
Physical Education	1
Fine Arts	1
Practical Arts	1
Health	½
Personal Finance	½
Electives	7
Total Requirements Drexel / State	24

All students must pass the Missouri and United States Constitution test given in Government class. Students that complete pre-approved course work outside of Drexel High School may receive credit toward graduation requirements the equivalent of one-half elective credit per semester course. The grade will not count toward the cumulative grade point average, class rank, or honor roll.

#### **LIBRARY MEDIA CENTER**

The Library Media Center (LMC) is a learning laboratory with a collection of books, computers, magazines, digital information, and other materials available for the academic and personal information needs of all users/patrons--students, faculty, and staff. All are assisted in use of library resources through individualized and group instruction as well as professional development for faculty and staff by the library media specialist.

The LMC collection is designed to support patrons at all levels and abilities, engage student interests, recognize diverse cultural backgrounds, and support curriculum-based needs with a variety of subjects in a variety of formats. Materials can be accessed via

- [www.drexel.follettdestiny.com](http://www.drexel.follettdestiny.com)
- the school website, [www.drexel.k12.mo.us](http://www.drexel.k12.mo.us), from the "General Resources" tab, selecting the "Parents & Students" tab, then the "LMC" tab, and finally selecting the "Drexel School Library" in the "Online Resources" grid.

Patrons may request materials not in the LMC collection through interlibrary loan from other libraries.

LMC users assume responsibility for materials at the time of using them and are asked to take good care of materials and return them in a timely manner. Patrons receive weekly reminders about overdue materials and outstanding fines and may renew online two times unless an item has been requested by another patron. After two renewals, a patron must come to the LMC or email the media specialist to ask for renewal. Access to a patron's online account is made by going to the "Drexel School Library" portion of the "Online Resources" grid found on the [www.drexel.k12.mo.us](http://www.drexel.k12.mo.us) website or at [www.drexel.follettdestiny.com](http://www.drexel.follettdestiny.com). Patrons can then "Log In" in the upper right hand corner of the screen using their Accelerated Reader (AR) user name and password. Each student's account information can be found in the large blue bar at the top of the screen under the tab "My Info."

The media specialist can assist with questions regarding copyright concerns. Copyright is the legal protection given to authors and other creators/providers of information which protects them against unauthorized copying of their work. Patrons must obey copyright guidelines for all school projects, print and electronic.

An integral part of a student's total educational experience, the LMC welcomes and appreciates suggestions for resources. Hours are 7:35 AM – 4:00 PM on school days.

### STATEWIDE ASSESSMENTS

Statewide assessments will be given at the end of April / beginning of May every year. Seventh grade students will take the math and English / Language Arts MAP assessment. The Eighth grade students will take the math, English / language arts and science MAP assessments. Students in 9-12 grades will take the End-of-Course exams following the successful completion of algebra I, English II, biology and government courses.

### GRADING SCALE

Letter Grade	Multiplier	Percent	Letter Grade	Multiplier	Percent
A	4.00	95-100	C	2.00	73-76
A-	3.67	90-94	C-	1.67	70-72
B+	3.33	87-89	D+	1.33	67-69
B	3.00	83-86	D	1.00	63-66
B-	2.67	80-83	D-	0.67	60-62
C+	2.33	77-79	F	0.00	0-59

\*Grades are calculated by semester.

### WEIGHTED CLASSES

Weighted classes will add to the grade average for that class. A full year class will be raised by 1.0 grade average and a semester class will be raised by .5 grade average. Any dual college credit class will be considered a weighted class.



**The 2020-2021 weighted classes offered include:**

**ALL DUAL-CREDIT COLLEGE COURSES**

**MATH** – Probability/Statistics, Trigonometry, Pre-Calculus, Calculus,

**SCIENCE** – Anatomy & Physiology, Chemistry, Physics

**ENGLISH** – College Preparatory English

**BUSINESS** – Accounting II, Business Management, Advanced Accounting

**ART** – Art III, Art IV

**SENIOR HONORS**

The top ranking senior by GPA will be named the class Valedictorian and the second ranked senior will be named class Salutatorian. The rankings will be based on the students cumulative GPA, calculated out to the decimal place needed to break any ties, for eight semesters. To receive these honors the students must have been in attendance at Drexel High School for the last three semesters.

**GUIDANCE AND COUNSELING**

The objectives of the Guidance Department are to help students with their educational, vocational, and personal problems. In the counseling situation, an attempt is made to help the student understand him/herself and his problems, and to make intelligent and realistic decisions.

Some of the services of the counselor are to provide educational and vocational information and materials, provide assistance in securing scholarships, plan student course schedules, as well as administer and interpret test results.

The counselor's services are available to all students. Students wishing to see the counselor should make arrangements for an appointment if possible.

**HONOR ROLL**

Principal Honor Roll	4.00 with no grade below an A-
Bobcat Honor Roll	3.5-3.99 with no grade below a B-
Honor Roll	3.0-3.49 GPA with no grade below a C

\*Honor Rolls will be reported for the quarter and semester.

\*Students on the Principal Honor Roll will receive an academic letter.

**NATIONAL HONOR SOCIETY (NHS) AND NATIONAL JUNIOR HONOR SOCIETY (NJHS)**

To be eligible for membership in the Drexel National Honor Society for grades 10 – 12 or the Drexel National Junior Honor Society for grades 7 – 9, a student must have at least a 3.5 cumulative grade point average (CGPA). The five member Faculty Council for each group determines membership after examining information sheets completed by students who qualify academically input from other faculty members.

For NHS membership, the positive qualities considered in addition to academics are character, leadership, and service. The same qualities plus citizenship are considered for NJHS membership. A member must maintain the standards that were the basis for selection. NHS members are responsible for at least 8 hours of individual service activity for the school year, and NJHS must log at least 4 hours of individual service. If all standards are not met, the appropriate Faculty Council may place the student on probation or may dismiss the student from membership. The student has the right to a hearing before the appropriate Faculty Council. If dismissed a student must relinquish all NHS or NJHS insignia. A transfer student may be granted membership by providing a letter proving membership in good standing from his or her former school.

### **RETENTION / GRADE LEVEL CLASSIFICATION**

Retention may be considered when, in the judgement 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.

#### **Junior High**

To be promoted from the 7<sup>th</sup> or 8<sup>th</sup> grade a student must pass a minimum of three core classes per semester of the required core courses of English, Math, Science and Social Studies for a total of 6 out of the 8 semester core classes per year.

#### **High School**

A student in the 9-12 grade will be classified based on the number of credits successfully earned. Students who have accumulated (0-6) credits will be classified as freshman, students with (6.5-12.5) credits will be classified as sophomores, students with (13-17) will be classified as juniors and students with (17+) credits and attended high school a minimum of three years, will be classified as a senior. The level of classification will be used to determine things such as which class meetings to attend, who they represent in contests and their eligibility to attend dances such as prom.

### **LUNCH & BREAKFAST PROGRAM**

Breakfast / Second Chance Breakfast Price is \$1.60 - these prices will change

Lunch price for Junior and Senior High students will be \$2.30. Extra milk is \$.45.

All parents/Guardians/Students are encouraged to fill out applications for Free/Reduced meals. Packets can be requested from the office or by seeing Mrs. Wheeler. (lunch prices are accurate at time of printing and may change)

- Students must pay full price for all extra items or second breakfasts/lunches.
- Students must have their lunch cards in order for them to be scanned.
- If there are any problems with an account, a student should see Mrs. Wheeler before the beginning of the school day.
- If a student loses their lunch card they will be charged a \$1 replacement fee.
- Students may bring money to Mrs. Lacy Wheeler to put into their lunch account. The money should be placed in an envelope with your name and monetary amount written on the front.

## **PURCHASING SECONDS**

Students who would like to purchase seconds must have purchase either the salad bar or the main meal first. They cannot purchase a main meal for seconds if the student brought their lunch that day, but they can purchase a la carte items.

How Do Students Purchase Seconds or A La Carte Items:

Students can put money on their lunch account.

Students can pay for items with cash/coins.

**\*Note:** Students who are on free and reduced lunches can purchase Seconds/A La carte as well, but it will be at regular price and not a free or reduced price. Seconds and a la carte are a privilege and is not something required by the state to do. There are some days where seconds/ a la carte will not be available.

Parents can see any lunch transaction on their child's Tyler SIS. If your child has purchased seconds/a la carte using their account, the purchase will show up as A La Carte and then the amount they purchased in Tyler SIS under transactions. It is up to the parent to let the child know if they are allowed to purchase seconds. Tyler SIS also allows you to view your child's balance.

Students with balances of negative \$10.00 or more will be served an alternate meal. Also any student with a negative balance cannot purchase seconds/a la carte with cash or lunch card. Students with negative balances will not be allowed to attend special dances such as homecoming / winter formal or prom until negative balances are paid up.

If you have any questions about your child's lunch account please contact Lacey Wheeler 816-619-2468

## **LUNCHROOM PROCEDURES**

- All students must assume their share of the responsibility for keeping the cafeteria clean.
- Each student will take turns washing down the tables at the conclusion of the lunch period. A list will be comprised by the office and students will be responsible for a week at a time of cleaning the tables.
- All paper cartons and napkins should be placed in the receptacles provided.
- Empty plates and utensils should be taken to the proper place. Utensils are not to be placed in the trash containers.
- Students are to walk to and from the cafeteria at all times.
- Students are not allowed to leave campus during the lunch period.
- Students are not to order outside food and have it delivered to the school, except on special occasions and with administration approval.
- No outside guests are allowed into the lunchroom unless they have administrative approval one day in advance.
- No food is to leave the cafeteria.
- Students will not be allowed to leave the cafeteria during the scheduled lunch times unless approved by a lunchroom supervisor or the principal.

## **ASBESTOS NOTICE**

The district has posted and maintains records regarding the presence of asbestos and any inspections, re-inspections, surveillance, and response or post response actions taken. Information concerning this can be obtained upon request to the central office.

## **SPECIAL PROGRAMS**

Services for students with special educational needs are provided in compliance with PL 94-142. Trained specialists in the Drexel R-IV School District conduct classes in speech therapy, learning disabilities, behavioral, and educational disabilities.

## **PARKING REGULATIONS**

Students are permitted to park on school premises as a matter of privilege, not of right. Students who drive personal vehicles to school shall park their vehicles upon arrival and shall not move them until school is dismissed, unless directed to do so by a faculty member. It is absolutely necessary that extreme caution be exercised near the campus area.

- Parking in any location other than in a designated student parking area is prohibited.
- Parking at Drexel High School is a privilege and may be revoked by administration for safety and/or disciplinary reasons.
- Reckless driving, failure to obey traffic signs, parking in an unauthorized area and the use of vehicles for the purpose of leaving school without authorization may result in the temporary loss of student's driving privileges and/or other disciplinary measures.
- Students are not to be in the parking lot during the school day unless they have permission from school authorities.
- Students should report all accidents, theft, or damage to a school administrator.

## **STUDENT LOCKERS**

- Lockers will be selected at end of year for the following year based on class and attendance rate for the previous year.
- Students are allowed only one locker.
- Lockers should be kept clean and orderly.
- Students should not use masking tape, packing tape or stickers on their locker. Students will be required to clean off their lockers at end of year.
- Open cans are not allowed in lockers.
- One CLEAR water bottle (with cap) is allowed.
- Nothing should be placed on top of the lockers (except zipped duffle bags).
- Open food packages will not be kept in the lockers.
- Students may use locks on their lockers IF they provide a duplicate key or combination to the Principal's office.
- Students should not change lockers unless approved by the administrator.
- The Drexel R-IV School District reserves the right to randomly search lockers, coats, backpacks, purses, cars and other personal possessions on school grounds in accordance with law.

## **STUDENT RECORDS**

Education records are available to parents and students on request. Student records are not available to any outsider, person, or agency, except as required or permitted by law, without the expressed written consent of the parent or student 18 years or older.

## **VISITORS**

We do not expect students to visit other schools when Drexel School is in session. Neither do we expect students to bring or encourage students from other schools to visit here when school is in session. The principal must approve any student visitor, in advance. Parents are welcome to visit at all times or to call the office to discuss any school problems or to arrange for a conference with a teacher. We do; however, require parents to stop by the office to sign in upon arrival and to sign out prior to leaving. All visitors who have specific business to conduct must first report to the appropriate school office.

## **WITHDRAWAL FROM SCHOOL**

In the event that a student should find it necessary to withdraw from school, the following procedures are applicable:

- ✓ Notify the principal or counselor of the intent to leave school and the reasons for such action.
- ✓ Obtain a withdrawal form from the office to be presented to each teacher and the counselor so that they may give the student grades for the work completed and provide necessary transfer information.
- ✓ Return all books and equipment belonging to the school.
- ✓ Pay all fees, dues and bills.
- ✓ Request that official records be forwarded to the school to which the student is transferring.

\*No transcript or any other records will be sent until all school property is returned and all debts are paid.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) NOTICE FOR STUDENT DIRECTORY INFORMATION**

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

- ✓ A program, showing your student's role in a drama or music production;
- ✓ The annual yearbook;
- ✓ Honor roll or other recognition lists;
- ✓ School sponsored / operated social media sites

- ✓ Graduation programs; and
- ✓ Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information (information that is generally not considered harmful or an invasion of privacy released) can also be disclosed to outside organizations without a parent's prior written consent. The Drexel R-IV School District limits the release of student directory information to government agencies receiving federal/state allocations, as required by law. Student directory information will not be released to private businesses and/or individuals by the Drexel School District.

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 school district that they do not want their student's information disclosed without their prior written consent.

### **CANINE SEARCHES**

For the safety of students and staff, random drug searches may occur throughout the school year using specially trained drug-sniffing dogs. These animals will be used to conduct periodic random searches of student lockers, classrooms, locker rooms and vehicles on the school campus.

### **STUDENT BEHAVIOR CODE**

Drexel Junior-Senior High School is committed to a positive learning environment with student achievement the #1 goal. Student achievement has two parts: knowledge – the accumulation of facts and information from social studies, science, math, and other subject areas, and wisdom – the use of that accumulated information to develop a lifestyle of making positive choices. Recognizing diversities and establishing positive behavioral expectations will help ensure a school environment that is safe, secure, respectful, and healthy for all students. The following Six Pillars of Character will be the student behavior framework in which student achievement for all students will be strengthened:

- 1) Trustworthiness – honesty, reliability, courage to do the right thing
- 2) Respect – tolerance of differences, consideration of the feelings of others
- 3) Responsibility – self-control, thinking before acting, accountability for choices
- 4) Fairness – playing by the rules, open-mindedness, listening to others, not blaming others carelessly
- 5) Caring – kind, compassionate, forgiving, helpful
- 6) Citizenship – help to make school and community better, be a good neighbor, obey the laws and rules, respect authority, protect the environment

## **CLASSROOM BEHAVIOR**

Teachers have a preference on how they wish to conduct any given class. It is the responsibility of each and every student to become familiar with the requests of each teacher and act accordingly. There is a very limited time available for the teacher and the class to cover the subject matter; therefore, the time should be put to good use. Students are expected to have the proper books and/or materials ready when they enter the classroom. Talking, sharpening pencils, depositing materials in the wastebasket and similar movement should be done before the class convenes. Students who attend class to learn shall not have their rights of educational opportunity denied by those who do not wish to receive the benefits of an education. In order to accomplish this result, the teacher shall have the maximum opportunity to use the time available for schoolwork. Students who are not in the classroom ready for the class to begin will be considered tardy. Those students who cannot, or will not exhibit proper behavior, shall be removed from the class and not be allowed to interfere with the educational opportunity of the remainder of the class. When a student has been removed from a class, the school administration will determine what action is to be taken.

## **DISCIPLINE**

A) Good discipline is usually positive rather than negative in nature. It is the result of keeping pupils interested and actively engaged in constructive and worthwhile learning activities, rather than punishing pupils for doing things which are destructive and anti-social. The purpose of discipline is to help the pupil to develop self-control with due respect for constituted authority. Good discipline in the schools is extremely important to the whole community, but particularly important to the pupils, teachers, Principal, Superintendent, Board of Education and parents. In the end, good discipline is important to the educational process for it is a vital factor influencing the kind of schooling pupils will receive. Drexel Jr/Sr High School realizes that there is more to the educational process than academics. It is this school's goal to teach responsibility, consideration, liability and acknowledgement of acceptable and non-acceptable behavior in our society

B) Discipline Good discipline is an absolute must throughout the school year so those educational goals can be met. If discipline problems should arise, the parent can expect to be in close communication with the school. The principal is authorized to initiate short-term suspension (up to 10 days) and to recommend long term suspension or expulsion of students who violate school policy or cause disruption of the school through their actions. Students are to follow school rules at any school-sponsored function. All rules pertain to after school as well as during school functions.

C) Forms of Discipline It is the firm belief of the Board of Education, administrators and teachers that the large majority of pupils are well behaved, industrious and eager to learn. The taxpayer's money and the school's efforts should not be misspent by permitting the few unruly pupils to waste time, upset classes and distract others who wish to learn. For a small percent of the pupils who do not respond to a positive approach, punishment of some kind is sometimes necessary. When involving punishment or restraint, good discipline should be fair, dignified and administered without anger or malice. Possible disciplinary actions students and their parents must be aware that inappropriate behaviors result in consequences to be determined by the principal in consultation, if necessary, with the teacher involved. The consequences may include, but not limited to:

- 1) Administrative conferences: The building administrator meets with the student to develop positive behaviors. The conference may include parents/guardians, and/or faculty, as well as the student.
- 2) Detention/Friday School: One of the first steps for punishment of a minor infraction will be detention before and/or after school or after school on Friday.
- 3) Conduct Probation: a. Conduct probation may include non-attendance at school functions other than classes. A student on probation who causes further problems will be suspended
- 4) Short-Term Suspensions are 1 to 10 days.
- 5) Long-Term Suspensions are 11 to 180 days.
- 6) Expulsion
- 7) Other possible consequences
  - Referral to counselor, social worker, and/or building team
  - Alternative educational placement
  - Possible police involvement, if deemed appropriate for any offense
  - Specific consequences agreed upon by the principal, parent, and teacher

### **BULLYING / CYBER – BULLYING**

The Drexel Board of Education has determined that a safe, respectful, and healthy environment is necessary for students to learn and achieve high academic standards and for students to meet their individual goals for academic success. Students are expected to conduct themselves in a manner in keeping with their levels of development, maturity and demonstrated capabilities with a proper regard for the rights and welfare of other students and all school staff.

1) Bullying means any intentional gesture or any intentional written, verbal, electronic or physical act or threat either by any student, staff member or parent towards a student or by any student, staff member that is sufficiently severe, persistent, or pervasive that such gesture, act or threat creates an intimidating, threatening or abusive educational environment that a reasonable person, under the circumstances, knows or should know will have the effect of:

- Harming a student or staff member, whether physically or mentally
  - Physical - hitting, pushing, tackling, tripping, poking, tugging or tearing at clothes
  - Verbal – calling of names, making verbal threats of physical acts (whether or not they are carried out)
  - Social or Relational – ostracism, social exclusion, gossip/"trash talking"/rumor spreading, nonverbal gestures such as eye rolling, directed laughter, mimicking
- Damaging a student's or staff member's property
  - Attacks on Property – writing on lockers, taking objects to keep or display publically, destruction of property
- Placing a student or staff member in reasonable fear of damage to the student's or staff member's property

2) Cyber-bullying – bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messaging, blogs, mobile phones, pagers, online games and websites (Cyberbullying may often occur off school grounds, the majority of the time it is related to



what is happening at school. If the bullying communication is disrupting the learning environment with discussion and/or gossip of the incident, the school may be involved with consequences for the behavior.

3) Bullying behavior, including cyber-bullying, will not be tolerated on school property, in a school vehicle or at a school sponsored activity or event.

4) Bullying behavior or cyber-bullying, will be documented from observations / other reporting and consequences will be enforced.

#### **FIGHTING ON SCHOOL GROUNDS:**

Each situation will be assessed on an individual basis. The school will attempt to notify the parents/guardians to pick the student up from school and speak with administration or designee. Student may be suspended from one to ten days. Student may also be assigned long-term suspension or given expulsion. The principal or his/her designee has the option to determine if a student was exercising self-defense only during an altercation. Students should be aware that name-calling is considered assault and name calling combined with physical force is considered assault and battery.

#### **CELL PHONE AND/OR OTHER TECHNOLOGY DEVICES**

Cell phones are allowed during school hours from 8 a.m. to 3:35 p.m. with the exception of during class periods. If there is an emergency we can get students and have them use school phones. Students can possess phones during the school day, but the phone is to be on silent and put away. Students who disregard this policy face the following disciplinary steps.

1<sup>st</sup> Offense – The cell phone will be collected by a staff member and sent to office. The student may pick up their phone at the end of the school day and be assigned Friday School.

2<sup>nd</sup> Offense – The cell phone will be collected by a staff member and sent to the office. A parent will be notified and Friday School will be assigned.

3<sup>rd</sup> Offense – The student will be placed in detention and an intervention plan will be developed between the administration, the student and the parent. Student may be suspended.

Students who use their cell phone to video or audio record another student or staff member without their permission will be referred to the office for disciplinary action. Student who video or audio record another student or staff member will be required to remove the file from their phone and remove any postings they have made with the recording to social media. They will also be subject to disciplinary action up to suspension from school.

#### **THE SAFE SCHOOLS ACT OF 1996**

A person who knowingly carries a loaded or unloaded firearm or any other lethal weapon into a school, onto a bus, or onto the premises of any school sponsored function or activity may be charged with the

crime of unlawful use of weapons (unless they have a valid concealed carry endorsement). This provision does not apply to a (1) firearm lawfully possessed by a person on school premises for the purposes of transporting a student to/from school; or (2) a firearm possessed by an adult for the purpose of facilitating a school-sanctioned firearm-related event. (See also the large number of individuals exempted from this provision pursuant to § 571.030.2-5.) This statute does not make it unlawful for a student to participate in school-sanctioned gun safety courses, student military or ROTC courses, or other school-sponsored firearm related events as long as the student does not carry the firearm or other lethal weapon into any school, onto any school bus, or onto the premises of a school sponsored function or activity. Depending on circumstances, unlawful use of a weapon is a Class D felony, Class B misdemeanor, or a Class A misdemeanor if the firearm is unloaded.

Unauthorized possession and / or use of all weapons or instruments that have the appearance of a weapon prohibited within all environments and the school zone. These items include a blackjack, concealable firearm, explosive weapon, firearm, firearm silencer, gas gun, knife, switchblade knife, machine gun, rifle, shotgun, spring gun, air gun, projectile weapon (including and not limited to bows, arrows, pellet guns, sling shots, paintball guns, cap guns). Other items considered weapons include poisons, combustibles, nunchucks, throwing stars, throwing darts, chains, knuckles, mace, pepper spray, firecrackers, smoke bombs, acidic chemicals, lighters, nuisance items and toys, unauthorized tools or any other devices that could be used as a weapon to threaten others including but not limited to chairs, stick or safety pins, scissors, tooth picks, saw blades, jagged bottle glass, potato gun. Items will be confiscated and police notified.

The district will take the following action upon determining that a student has brought a firearm or weapon to school:

**First Offense:** Up to 10 days OSS, authorities contacted, refer to Superintendent for review as per Safe Schools Act including recommendation for Long Term Suspension/Expulsion.

#### **DREXEL R-IV SCHOOL DISTRICT BOARD OF EDUCATION POLICY STUDENT SUSPENSION**

The Board of Education believes that the right of a student to attend the Drexel R-IV School District carries with it the responsibility of the student to attend school regularly and to comply with the lawful policies, rules and regulations of the school district. This observance of school policies, rules and regulations is essential for permitting others to learn at school.

Therefore, the administrative prerogative to remove a student from the school setting because of willful violation of school rules and regulations shall be permitted provided such action is taken in accordance with due process and with due regard for the welfare of both the individual and the school. School attendance may be temporarily denied to individuals by the administrative act of immediate suspension, but expulsion can be implemented only through specific action by the Board of Education.

The board authorizes the immediate suspension of students by building principals for a period not to exceed ten (10) school days and by the superintendent for a period not to exceed one hundred eighty (180) school days, provided such action is in accordance with due process and state statutes. The Board of Education must be notified of any suspension exceeding ten (10) school days.

A student may be suspended by the principal for failing to give proper observance to the requirements of the school. Notice of such suspension shall be given immediately to the parents or guardians, teachers, and to the superintendent or his designee. The superintendent, after notification, may adjust a suspension by the principal.

In the case of a suspension of a student by the superintendent for a period of more than ten (10) school days, the student, parents/guardians may appeal the decision of the superintendent to the board. Requests for appeal shall be in writing and filed with the superintendent and forwarded to the secretary of the Board of Education. Upon the filing of the appeal, the suspension shall be stayed until the board renders its decision, unless in the judgment of the superintendent the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process. In such case, the judgment shall be immediately transmitted to the student and parents/guardians and the student shall be immediately removed from school.

Upon the filing of a request for an appeal of the superintendent's decision to suspend a student for more than a period of ten (10) school days, the superintendent shall promptly transmit a written report to the board, indicating the facts relating to the suspension, the action taken by the superintendent and other administrative officials and the reasons for such action. The Board, upon request, shall grant a hearing to the appealing party. Students suspended more than ten (10) and less than ninety (90) days shall be reinstated by the superintendent.

### **STUDENT EXPULSION**

The Board of Education may originate suspension or expulsion proceedings on its own motion for student conduct which is deemed prejudicial to good order and discipline in the schools that tends to impair the moral or good conduct of the student. However, only the board has the authority to expel a student from school.

If a student consistently refuses to conform to school policies, rules and/or regulations, the principal and superintendent, or his designee may recommend to the Board of Education that the student be expelled from school. The Board will review such recommendations and decide whether to proceed with an expulsion hearing. Should an expulsion hearing be deemed necessary, the following points shall serve as the guideposts for the proceedings:

- Board action shall begin with written notification of the charges against the student, which shall be delivered by certified mail to the student, his parents/guardians, or others having his custodial care. Such notification will include charges, contemplated action and time and place of a hearing on such charges, and that the student, parents/guardians, or counsel, shall have the right to cross examine witnesses presented in behalf of the charges and to present testimony in defense there against.
- The hearing will be closed unless the student, parents/guardians or others having custodial care requests an open hearing. At said hearing the Board of Education, or counsel, shall present the charges, testimony and evidence as may be deemed necessary to support the charges. The board will expect the principal in each case to be present and make oral and written reports and statements concerning the student's misconduct. The student, parents/guardians, or others having custodial care, or counsel, shall have the right to cross-examine witnesses presented in behalf of the charges and to present testimony in defense there against.

- At the conclusion of the hearing, or in an adjourned meeting, the Board of Education shall render its decision to dismiss the charges, suspend the student for a specified time, or expel the student from the schools of the district. Prompt notice of the decision shall be given to the student, parents/guardians, or others having custodial care, and counsel if applicable.
- Re-admittance of an expelled student at the beginning of a school semester may be possible only through consent of the Board of Education. Expulsion may be recommended for handicapped students in accordance with the due process procedures of P.L. 94-142 the Education for All Handicapped Children Act and applicable Missouri Laws.

## **STUDENT COMPLAINTS AND GRIEVANCES**

Students, parents of elementary and secondary students, employees, applicants for admission and employment, and any other person who feels that the Drexel R-IV School District has inadequately applied the Section 504 of the Rehabilitation Act of 1973 or the American with Disabilities Act of 1990, may file a complaint utilizing the following grievance procedure. This grievance procedure is to provide prompt and equitable resolution of a complaint regarding alleged discrimination on the basis of disability.

### **LEVEL 1: Principal or Immediate Supervisor**

Employees claiming disability discrimination may first discuss the grievance with their principal or immediate supervisor, with the object of resolving the matter informally. A student or parent with a disability discrimination complaint may discuss it with the teacher, counselor, or building administrator involved. Level 1 of the grievance procedure is informal and optional and may be bypassed by the grievant.

### **LEVEL 2: Section 504 Coordinator**

If the grievance is not resolved at Level 1 with the principal or immediate supervisor and the grievant wishes to pursue the grievance, it may be formalized by filing a complaint in writing on a Compliance Violation Form. This form may be obtained from the Section 504 Coordinator. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at Level 2 must be within fifteen (15) working days from the day of the event giving rise to the grievance or from the date the grievant could reasonably become aware of such an occurrence. The grievant may request that a meeting concerning the complaint be held with the Section 504 Coordinator. A minor student may be accompanied at that meeting by a parent or guardian. The Section 504 Coordinator shall investigate the complaint and attempt to solve it. A written report from the Compliance Officer to the complainant regarding action taken will be sent within fifteen (15) working days after receipt of the complaint.

### **LEVEL 3: Superintendent**

If the complaint is not resolved at Level 2, the grievant may proceed to Level 3 by presenting a written appeal to the Superintendent within ten (10) working days after the grievant receives the report from the Section 504 Coordinator. The grievant may request a meeting with the Superintendent or his/her designee within ten (10) working days after receiving the written appeal.

#### **LEVEL 4: Board of Education**

If the complaint is not resolved at Level 3, the grievant may proceed to Level 4 by presenting a written appeal to the President of the Board of Education within ten (10) working days after the grievant receives the report from the Superintendent. The grievant may request a meeting with the Board of Education. The Board of Education has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Board of Education at their next regularly scheduled meeting. The grievant will be notified in writing of the decision within ten (10) working days after the Board of Education action.

The procedure in no way denies the right of the grievant to file a formal complaint with the U.S. Department of Education, Office for Civil Rights, or other agencies available for mediation or rectification of rights grievances, or to seek private counsel for complaints alleging discrimination. Title IX and Section 504 Coordinator  
Director of Special Education, Drexel R-IV Schools  
P.O. Box 860 Drexel MO 64742

#### **THREATS ON SCHOOL AND STUDENTS**

Student safety is of most importance to the Drexel R-IV School District. A procedure is in place for reporting of any threats and students and parents should take them all seriously. We encourage all students and parents to report any threats immediately to the building administrator or call the toll-free Missouri Violence Hotline (866) 748-7047.

#### **SUICIDE PREVENTION**

If you or a friend are thinking or talking about hurting yourself/himself or someone else, it is important to ACT.

- A- Acknowledge: Listen to your friend, don't ignore threats.
- C- Care: Let your friend know you care.
- T- Tell: Tell a trusted adult that you are worried about your friend.

National Suicide Prevention Lifeline: 1-800-273-TALK (8255)

#### **PARENT/STUDENT RIGHTS IN IDENTIFICATION EVALUATION AND PLACEMENT OF SPECIAL NEEDS STUDENTS**

The following is a description of the rights granted by federal law to students with handicaps\*. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your right if you disagree with any of these decisions. You have the right to:

- Have your child take part in, and receive benefits from public education programs
  - without discrimination because of his/her handicapping condition;
- Have the school district advise you of your rights under federal law;
- Receive notice with respect to identification, evaluation, of placement of your child;

- Have your child receive a free appropriate public education. This includes the right to be educated with non-handicapped students to the MAXIMUM extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities;
- Have your child educated in facilities and receive services comparable to those provided non-handicapped students;
- Have your child receive special education and related services if he/she is found to be eligible under the Individuals with Disabilities Act (PL 94-142 or section 504 of the Rehabilitation Act);
- Have evaluation, educational, and placement decisions made based upon a variety of information sources, and by persons who know the student, the evaluation date, and placement options;
- Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the district;
- Have your child be given an equal opportunity to participate in non-academic and extracurricular activities offered by the district;
- Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program, and placement;
- Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records;
- A response from the school district to reasonable requests for explanation and interpretation of your child's records;
- Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing;
- Request and impartial due process hearing related to decisions of actions regarding your child's identification, evaluation, educational program or placement. You and the student may take part in the hearing and have an attorney represent you;
- Ask for payment of reasonable attorney fees if you are successful on your claim, and
- File a local grievance.

The person in this district who is responsible for assuring that the district complies with Section 504 is: Director of Special Education—Drexel R IV - Phone 619-2287  
(Section 504 of the Rehabilitation Act Statute and Regulation; 29 U.S.C.705 (7), Section 794; 34 C.F.R. par: 104, the Individuals with Disabilities Education Act Statute and Regulations; 20 U.S.C. Section 122g; 34C.F.R. Par: 99).

### **NOTICE OF NONDISCRIMINATION**

Students, parents of elementary and secondary school students, employees, applicants for admission and employment, sources of referral of applicants for admission and employment with Drexel R-IV School District are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex or disability in admission, access to, treatment, or employment in its programs and activities.

Any person having inquiries concerning Drexel R-IV School District's compliance with the regulations implementing Title IX, Section 504, and ADA is directed to contact the Director of Special Education, Drexel RIV, Title IX, Section 504 and ADA Coordinator, P.O. Box 860, Drexel, MO 64742, (816) 619-2287, who has been designated to coordinate Drexel R-IV School District's efforts to comply with the regulations implementing Title IX, Section 504 and ADA.

Any person may also contact the Office of Civil Rights, U.S. Department of Education, regarding Drexel R-IV's compliance with the regulations implementing Title IX, Section 504 and AD

### **PUBLIC NOTICE**

All public schools are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial schools, beginning on the child's third birthday through age twenty (20), regardless of the child's disability. Disabilities include learning disabilities, mental retardation, behavior disorder/emotional disturbance, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physical/other health impaired, multi-handicapped, deaf/blind, autism, early childhood special education, and traumatic brain injury. All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the district relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. Parents have the right to file complaints with the U.S. Department of Education or the State Department of Education concerning alleged failures by the District to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The District has developed a Local Compliance Plan for implementation of Special Education, and 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.

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty (20) who reside in the district or whose parent/legal guardian resides in the district. This census is compiled as of May 1 each year. This information is treated as confidentially and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes name of each child; parent/legal guardian's name/address; birth date and age of each child; and each child's disability or suspected disability. Should the District fail to submit an annual census, the State Board of Education may withhold state aid until the census is admitted. 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 the school district.

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

This guide explains how to file a complaint about any of the programs<sup>1</sup> that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)<sup>2</sup>.

- **What is a complaint?**  
For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.
- **Who may file a complaint?**  
Any individual or organization may file a complaint.
- **How can a complaint be filed?**  
Complaints can be filed with the LEA or with the Department.
- **How will a complaint filed with the LEA be investigated?**  
Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.
- **What happens if a complaint is not resolved at the local level (LEA)?**  
A complaint not resolved at the local level may be appealed to the Department.
- **How can a complaint be filed with the Department?**  
A complaint filed with the Department must be a written, signed statement that includes: A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department.
- **How will a complaint filed with the Department be investigated?**  
The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

**The following activities will occur in the investigation:**

- **Record.** A written record of the investigation will be kept.
- **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
- **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
- **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.



- **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
- **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.
- How are complaints related to equitable services to nonpublic school children handled differently?
- In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).
- How will appeals to the Department be investigated?
- The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.
- What happens if a complaint is not resolved at the state level (the Department)?
- The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.
- Programs include Title I, A, B, C, D, Title II, Title III, Title IV, Title IV.A, Title V
- In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C)

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

### **PUBLIC NOTIFICATION**

The Drexel R-IV School District strives to recruit, retain, and support teachers who have met state qualifications and licensing criteria for grade levels and subject areas in which the teacher provides instruction. Within the academic programming offered by the District, the School District receives federal funds for Title I services and willingly chooses to participate in this program. As part of this program the District must offer parents the opportunity to request credentials for all teachers. If you would like to receive a copy of your child's classroom teacher's credentials, or the professional licenses of any administrator, please contact the Central Office and/or the Federal Programs Director at 816-619-2287 or your child's building level principal.

As an integral part of the Drexel academic program, every effort is made to identify students (and families) who do not utilize English as their primary language, or students/families who have recently immigrated to the United States. The identification procedures and information related to these requirements and services will be provided to families upon classification of a student as a potential ELL participant or upon request. Direct instruction will be provided for those young people, and every effort will be made to provide all pertinent information to the families in a language appropriate and effective

for strong communication. While there are limited language styles here in the immediate school hallways, we do have accessibility to a large number of interpreting services within the broader Kansas City metroplex. Information regarding these and all other District services will be provided through various language/communication styles either in print or in person upon request or identified need.

Students and families who have challenges with traditional or regular housing may contact the school district for support under the McKinney-Vento Homeless Education Act. These students will be provided additional assistance as required by federal statute and with all supports and assistance available within the Drexel School District and community. The Homeless Education Coordinator/ Foster Care Liason may be contacted at 816-619-2287 or via email at [jstackhouse@drexelbobcats.net](mailto:jstackhouse@drexelbobcats.net).

Students who are being educated at home or in private settings may participate in federal programming provided by the Drexel R-IV School District. To provide input on the interactions of the public program with the non-public programs, or to access these services, please contact the Principal at 816-619-2287 or via email at [gfrench@drexelbobcats.net](mailto:gfrench@drexelbobcats.net)

Further supporting the needs and standards of the Drexel Community, the School District participates in and encourages student participation in a wide variety of Safe and Drug-Free Schools and Communities activities. The District conducts needs assessments in these areas at both the District and Community levels and works with local and state law enforcement to better serve the overall school community. Questions and/or comments for strengthening these programs may be directed to the Safe and Drug-Free School and Community Coordinator through the Central Office or by contacting your student's building level administrator.

Additionally, any parent/patron needing information regarding the federal regulations and requirements of the Every Student Succeeds Act (for example: complaint procedures, educational programs, instructional procedures, etc.), please contact your students building level principal.

As always, it is the primary goals of the Drexel R-IV School District to provide the highest quality education to our young people while simultaneously working to serve our larger school community. Please contact the Central Office, the coordinators of each of the programs, or the building level principals if there are ways we can better serve your needs, or if you have ideas and suggestions in which we might further our goal of educating the future.

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

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

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Thank you for your assistance and support in all the educational programs offered at the Drexel R-IV Schools.

Respectfully,  
Mr. Terry Mayfield  
Superintendent of Schools

### **RELEASE OF STUDENT INFORMATION**

If you do not want Drexel R-IV School District to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by September 1 of the current year. The Drexel R-IV School District has designated the following information as directory information:

- Current Grade Level
- Student's name
- Address
- Participation in officially recognized activities and sports
- Telephone listing
- Weight and height of members of athletic teams
- Photograph
- Degrees, honors, and awards received
- Parent's email address
- Dates of attendance and/or graduation from Drexel School

