

# HODGE ELEMENTARY

## Student Handbook

2022-2023

2499 Prairie Hollow Rd.

Imperial, MO 63052

(636)282-6920

# National School of Character

★ Character.org  
Since 1993



## Hodge Hawks



### WELCOME TO STUDENTS

*The Hodge Elementary Staff extend to you a warm and sincere welcome. We hope the time you spend at Hodge Elementary will be both academically rewarding and socially enjoyable.*

*We count on all students to be model citizens...*

*and to continually treat others as you would like to be treated.*

### **Hodge Students Soar to Great Character**

I will **STRIVE** to do my best

I will **OVERCOME** challenges

I will **ACCEPT** and include others

I will **RESPECT** everyone

*Our Office and important contact information:*

**Principal**

Mr. Dustin Brown Email: [browndu@foxc6.org](mailto:browndu@foxc6.org)

**Assistant Principal**

Mrs. Sara Helm Email: [helms@foxc6.org](mailto:helms@foxc6.org)

**School Contact Information**

Office: 636-282-6920

Fax: 636-282-6984

Nurse: 636-282-2604

**District Contact Information**

Central Office 636-296-8000

Transportation 636-296-5331

Character Kids Club 636-282-6915

Web page: [www.hodgees.fox.k12.mo.us](http://www.hodgees.fox.k12.mo.us)

**Secretary:** Mrs. Heather Politte Email: [politteh@foxc6.org](mailto:politteh@foxc6.org)

**Diagnostic Secretary:** Mrs. Sue VanBuren Email: [vanburens@foxc6.org](mailto:vanburens@foxc6.org)

**Counselor:** Mrs. Abbie Summers Email: [summersa@foxc6.org](mailto:summersa@foxc6.org)

**School Nurse:** Mrs. Angela Lieberoff Email: [lieberoffa@foxc6.org](mailto:lieberoffa@foxc6.org)

<b>STUDENTS</b>
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**Statement of Non-Discrimination**

The Fox C-6 School District does not discriminate on the basis of race, color, national origin, sex, disability, age, ethnicity, religion, sexual orientation or perceived sexual orientation in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Section 504 Coordinator:

Asst. Supt. - Elementary Education

Central Office

745 Jeffco Blvd.

Arnold, MO 63010-1432

Telephone: 636-296-8000

Title IV Coordinator, Title IX Coordinator, Title II Coordinator & Age Act Coordinator:

Asst. Supt. - Human Resources

Central Office

745 Jeffco Blvd.

Arnold, MO 63010-1432

Telephone: 636-296-8000

Any person may also contact the Office for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Section 504, Title II, Title VI, Title IX, and the Age Act.

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## STUDENT EXPECTATIONS

**As a student of Hodge Elementary, you are expected to:**

- ~Represent our school in an outstanding manner.
- ~Work to the best of your ability.
- ~Treat others with dignity, worth, and respect...the same way you want others to treat you.
- ~Keep our campus beautiful and clean.
- ~Obey all the rules and regulations set forth by teachers and school.
- ~Maintain a positive relationship with parents, teachers, & friends.
- ~Reach beyond your grasp and learn new things.
- ~Make all of us very proud.

Have a Great Year!  
Ms. Jansen, Principal

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## School Hours

8:50 a.m. – 3:50 p.m.

***Students may not be dropped off at school before 8:30 a.m.***

(Staff is not on duty prior to 8:30 and there is no supervision before this time.)

## VISITORS to SCHOOL

When visiting our school, you must ring the buzzer at the front door and wait to be let in to school. Please state your name, the reason for your visit and have identification ready. When you enter, please sign in at the office and pick up a visitor pass. Please return this pass to the office before leaving the school.

## ATTENDANCE

**It is very important that your child attends school daily and is ON TIME.**

*Students miss out on important instructional time when they are absent, arrive late, or leave early.*

## IMPORTANT NOTE

Student's attendance is compiled by the number of minutes they attend each day. Each minute missed due to early dismissals or late arrivals are counted against your child's attendance record. Please try to schedule appointments after the school day is complete. Students should arrive at school between 8:20 and 8:40. Notices regarding excessive tardiness, absences, or early dismissals will be sent home. Truancy reports may be filed in excessive cases.

## ABSENCES

Please report your child's absence by calling the school.

You may leave a message before school hours, or contact the secretary after school begins. When leaving a message, please state your child's name, your name & relationship and reason for the absence.

***Students are expected to make up work missed while absent.***

Important Notice: In order for your child to reach his/her full potential, he/she needs to be at school. Classroom instruction is essential in enhancing understanding of material. We appreciate your support in ensuring your child's regular attendance.

An Excused Absence - Student or family illness, death in family, or other emergency type situations.

Unexcused Absence - Vacations, family visits, missed bus, overslept, or out of town trips.

## **LATE ARRIVALS/RE-ARRIVALS**

Students brought to school late after the bell rings at 8:50 a.m. **must be signed in at the office by the parent/guardian** of the child. Students are **NOT** to be dropped off at the parking lot where the child has to walk in to school by themselves. *We strongly encourage your child/children to ride the bus. This assures your child's arrival to school on time.*

## **PARENT PICK-UP**

For student safety, parents who pick up children during the school day must check in at the office. Only persons authorized on your child's student information form will be allowed to pick up the child. Parents who pick their children up at the end of the day will receive a color coded card with their family ID number. This card must be displayed on the dashboard of the vehicle picking up the child. We ask that you not arrive for parent pick up until 3:30. This will help keep our children safe while at recess and traffic back up, to a minimum.

## **CALLING SCHOOL WITH MESSAGES FOR CHILDREN**

*Occasionally*, parents need to get messages to their children regarding a change in plan or their after school transportation. We do not mind to relay these messages *occasionally*, but it is most important that you call before **2:00pm** if you need to inform your child of a change in plans. Please do not call with messages for students unless it is somewhat of an emergency. **In addition, please try to keep changes to a minimum.**

## **RESIDENCY**

The Safe Schools Act of 1996 requires that a student live in the district where he/she attends school. The child must be domiciled with and physically living with a parent or court-appointed legal guardian within the Fox School District to be eligible to enroll in any of the Fox schools. Proof of residency will be asked for at the time of enrollment and at any time we have reason to believe there has been a residency change.

## **CHANGE OF ADDRESS/PHONE NUMBER**

Whenever you have a change of address, phone number, emergency contact changes, babysitter changes, etc...please contact the office in writing to notify them of these changes. This information is vital for the safety of your children.

## **BREAKFAST PROGRAM**

A breakfast program will be available to any student who wants to participate. Breakfast is served from 8:30 to 8:50 each day. Cost for breakfast is \$1.75. (Please see note regarding free and reduced pricing.)

## **LUNCH PROGRAM**

Hot lunches are available for \$3.25. Checks can be sent in to pay for weekly lunch in advance. You can write one check for school meals including snacks and extras. If you have more than one child in school, you may send one check for all of your children. You can also prepay for lunches online using PayPal through the Parent Portal. If you do not want your child to purchase snacks, please send a note to the cafeteria, and they will put a NO SNACK block on your child's account.

## **IMPORTANT NOTE – Free and Reduced Information**

Free and reduced lunches are available to qualifying families. You may obtain a form from the school or cafeteria office. Reduced prices are \$.30 cents for breakfast and \$.40 cents for lunch. Qualifying students are eligible to receive this benefit for both meals.

All families are encouraged to complete the free and reduced meal application form. *Please complete and return as soon as possible.* Those who qualify will be notified by the Food Service Department. Information regarding qualifying families is confidential. Thank you.

## **SCHOOL CANCELLATIONS & EARLY DISMISSAL**

Inclement weather may necessitate the cancellation or early dismissal of school.

**PLEASE DO NOT CALL THE SCHOOL TO SEE IF WE ARE PLANNING TO CLOSE OR HAVE AN EARLY DISMISSAL DUE TO CHANGING WEATHER.** In the event of an early dismissal, it is the responsibility of parents to make sure children have a procedure to follow if no one is home when they arrive. Parents should make child care arrangements for school closings and early dismissals well in advance of the inclement weather season. The child must know where they should go and who will be taking care of them. The Hodge office will remain open and staffed on these days to ensure that all students return home safely.

## **INCLEMENT WEATHER PROCEDURE**

In the event of inclement weather or other situation that requires school to be canceled for the day or school to be dismissed early, an announcement will be made as soon as the decision is made by District Administration. Below are some important details to be aware of:

1. Our students' safety is always the top priority when making the decision.
2. Every attempt will be made to call school at the earliest possible time.
3. Check the district web site for any cancellations or early dismissals. You can also check the District Twitter account [@FoxC6Schools](#) or [Facebook](#) for up-to-date information.

An alert will be posted prominently on the District Home page. Make sure to "refresh" your browser periodically in case new information has been released. Information will also be sent over email and text message through the district's school notification system. To opt-in for text messages, make sure to text YES to 67587.

4. School closings and dismissals will also be available on local television stations, both on air and on their respective web sites.

**KTVI-FOX (Fox 2)**

**KDNL-ABC (ABC 30)**

**KMOV-CBS (News Channel 4)**

**KSDK-NBC (News Channel 5)**

5. We will always give at least one hour notification before school is dismissed early.
6. Please make sure that you have a plan in place in the event school is dismissed early. This should be on file in the school office.
7. In the case of early dismissal, Fox C-6 must operate its 3 tiers, which can take additional time when inclement weather is inbound. The normal procedure for early dismissal is; Tier 1 and student drivers are the first to leave, followed by Tier 2, ending with the dismissal of Tier 3. Note that student drivers are released before the Tier 1 buses leave campus. Please be cognizant that the travel time home will vary due to road conditions. Fox C-6 Schools are in the following tiers.

### **Tier 1 Schools**

- Fox High

- Fox Middle
- Seckman High
- Seckman Middle

### **Tier 2 Schools**

- Antonia Middle
- Ridgewood Middle
- Rockport Heights Elementary
- Simpson Elementary
- Sherwood Elementary
- Seckman Elementary

### **Tier 3 Schools**

- Lone Dell Elementary
- Hodge Elementary
- Antonia Elementary
- Fox Elementary
- Hamrick Elementary
- Guffey Elementary
- Meramec Heights Elementary

8. In the event of inclement weather, Character Kids Club will **not** be offering a snow day program. If school is canceled due to bad weather our CKC program will be closed. In the best interest of our staff members, the children, and family members, this decision is to keep all safe. In addition, should the district chose to dismiss early due to inclement weather, our CKC program will **not** operate the afternoon session. We ask that you have an optional plan in place to ensure you are not caught off guard.

### **NOTIFICATIONS**

Parent notifications are sent through our Parent Portal system.

Once you are registered with us, you will receive notifications of school cancellations.

To opt-in for text messages, make sure to text YES to 67587.

### **PARENT PORTAL**

The SIS-K12 Parent Portal is a secure Internet-based website that will allow you to easily keep track of nearly everything your student(s) does while at school. This service will allow you to view your student's attendance, grades, schedule, food service balance, progress, assignments, and emergency information. After registering your student(s) you will receive an email with your login information. **If you forget your logon information, you may contact the school office.**

### **CHARACTER KIDS CLUB**

The school district will offer a before/after school program at Hodge Elementary. The program will be held in the cafeteria before and after school. For tuition information and program details, please contact the CKC office at 636-282-6915, or obtain a program brochure from the school office

### **BUS SERVICE**

Students must ride their assigned bus unless a special need arises. No student is allowed to walk home without permission from the building principal. Bus passes will be issued with a parent permission note.

## **BUS CONDUCT**

Appropriate conduct on the bus is expected of all students at all times.

### **Rules:**

1. Follow the directions of the driver.
2. Set a positive example for others at all times.
3. Stay in your seat.
4. Keep all parts of your body inside the bus.
5. Be courteous. No pushing, shoving, spitting, fighting, or profane language.
6. No eating, drinking, or vandalism.
7. No glass objects or animals on the buses. NO dangerous items of any kind.
8. Respect the bus driver and all other students on the bus at all times
9. Be at the bus stop 5 minutes early. Students must behave appropriately at the bus stop.

***Inappropriate conduct may result in a suspension of bus privileges.***

## **SCHOOL SUPPLIES**

School supply lists are available at <http://hodgees.fox.k12.mo.us/> under the parent tab, in the school office and at your local retailer.

## **FIELD TRIPS**

The Fox C-6 Board of Education has authorized field trips related to specific curricular or co-curricular purposes as a valid extension of a child's educational experience beyond the limits of school confines. The practice of providing field trips requires an extra measure of responsibility on the part of students. In administering these programs, neither the Board nor its professional staff can take responsibility for student safety and welfare beyond normally prudent requirements of school and classroom management. While, under Missouri law, the School District is not generally liable for injuries to students, precaution will be taken for the safety and welfare of all children. Parents are asked to discuss field trips with their children, stressing the importance of responsible behavior. The privilege of participating in these programs may be withdrawn or withheld by a parent or authorized professional personnel. Parents are asked to accept these conditions and authorize their child to participate in these programs. **If you do not wish for your child to participate in the field trips, you will need to notify the office in writing that your child is not allowed to attend field trips.**

Fox C-6 School District policy states that no illegal drugs, alcohol, or other illegal substances may be used by students and that all students must assure their field trip sponsors that they will comply with these school rules. Disciplinary measures will be taken in accordance with school district policies for infraction of these rules.

### **Early Dismissal From Field Trips**

Early dismissal from field trips will be counted against a student's attendance.

## **MEDIA COVERAGE**

Throughout the year events/activities may take place that include coverage from different media outlets (newspaper, TV, video, etc.) **You must complete a Media Opt-Out form and submit it to the office if you do not give permission for your child's image and/or name to be used in media coverage. (This would include not being pictured in the yearbook.)**

## **PARENT ORGANIZATION**

Hodge Elementary has an excellent parent organization. The “PTO” meets on a regular basis in the library. Meeting dates will be posted on the Hodge website.

**All parents are invited and encouraged to attend.**

## **FOOD FOR PARTIES/BIRTHDAYS**

The Fox C-6 School District has a policy on food distribution. We ask that all food be commercially prepared or individually wrapped. Any bulk items should be distributed with gloves that can be obtained from our kitchen. Items such as bakery items or pizza from a health department approved restaurant or food vendor should be sealed in a closed container. All drinks should be store bought without the seal broken. If you are planning to send a treat, please send a note to your child’s teacher first explaining what you would like to send and when you would like to send it. Do remember that some children have food allergies and you may have to make other arrangements. The children’s health and well-being are our first concern.

## **HEALTH INFORMATION**

***Immunizations must be up to date.***

(Questions regarding immunizations will be directed to the school nurse.)

## **ADMINISTERING MEDICINES TO STUDENTS**

If under any circumstances a child is to take oral medication during school hours and the parent cannot be at school to administer the medication, the school nurse and/or the principal’s designee will administer the medication in compliance with the regulations that follow:

**PRESCRIPTION DRUGS** shall be in the original container labeled with the physician’s prescription. Parents shall authorize school personnel to give medication. This authorization can be in the form of a note to the school acknowledging the parent’s approval, dosage, times and amounts, date prescribed, name of medicine, purpose of medicine, possible side effects, and the termination date for administering the medication. It is suggested that there be enough dosage sent to school for the day, not the entire amount of the prescription.

**Parents will be notified & children will be sent home for the following conditions:**

Temperature of 100 F or more, vomiting, diarrhea, loss of consciousness, possible fractures, severe abdominal cramping, lacerations that may require stitches, and skin rashes of unknown origin. **Students must be free of fever, diarrhea, and vomiting for 24 hours before returning to school.**

## **DRESS & GROOMING GUIDELINES**

The following dress code is provided as a lawful and sanitary guide for student attire:

1. All students will wear shoes or sandals – no flip flops.
2. Clothing may NOT contain any commodity of an illegal nature, vulgar or suggestive pictures or insignias. (This includes bracelets, necklaces, scarfs, etc...)
3. Student clothing will cover the area from chest to near mid-thigh.



4. Dress and grooming should not interrupt the teaching environment.
5. Swimming attire will not be worn.
6. Hats will NOT be worn in the building. (Unless it is a special day)
7. Shorts, skirts, and dresses will be near mid-thigh or longer.
8. Stomach area will be covered at all times.
9. **No colored hair or colored hair spray... NOT** at any time; even for holidays or celebrations.
  - Students coming to school with colored hair will need to wash it out or be sent home.
10. No face painting or bandanas.
11. No pajamas are to be worn in the building unless it is a school spirit day.
12. No brief clothing with undue exposure of the body. (i.e. spaghetti strap tops, crop tops, half shirts, tank tops, etc.)

When, in the judgment of the principal, a student's appearance violates the dress code or disrupts the educational process, that student may be required to make modifications to their appearance. Students wearing inappropriate apparel will be required to change into more suitable attire. Repeated violation of these guidelines will result in disciplinary action.

## **STUDENT BEHAVIOR AND DISCIPLINE**

Effective discipline is essential in order to maintain control during the educational process and to provide the necessary stability to insure a harmonious atmosphere where learning can take place. The following policy is established by the C-6 Board of Education to provide a guideline for the fair and equitable administration of those measures necessary to assist in maintaining proper student behavior. A record of offenses will be maintained.

All students are to conduct themselves properly at all times within the school, on the playground or school site, and while going to and from school. Infractions of the discipline policy may result in one or more of the following corrective procedures:

- |                                                                                    |                                         |
|------------------------------------------------------------------------------------|-----------------------------------------|
| # An informal talk                                                                 | # Loss of school privileges             |
| # A formal conference                                                              | # In school detention                   |
| # A parental conference                                                            | # In school suspension                  |
| # Assignment of extra work                                                         | # Out of school suspension or expulsion |
| # Other discipline measures which may be so adopted by the C-6 Board of Education. |                                         |

***Bullying behaviors are not tolerated and will be handled according to discipline policies/procedures.***

## **SEXUAL HARASSMENT OF STUDENTS**

The School District strictly prohibits Sexual Harassment of students by employees or other students. Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creating an intimidating, hostile or offensive educational environment.
- Submission to such conduct is made either explicitly a term or condition of a student's academic status or progress.
- Submission to or rejection of such conduct by a student is used as the basis for evaluating the student's performance within a course of study or other school-related activity.

Whether a student voluntarily submits to sexual advances or request is irrelevant for purposes of this policy. Students who believe they have been victims of or have witnessed sexual harassment should report the incident(s) to any teacher, guidance counselor or school administrator.

The staff member who receives the complaint shall promptly inform the administrator who is designated to investigate such reports, or the next level administrator who is not the subject of the complaint. Employees who witness sexual harassment against a person shall immediately notify the designated administrator, or the next lead administrator who is not the subject of complaint. There will be no adverse action taken against a person for reporting an incident, or participating in or cooperating with an investigation.

The appropriate administrator shall conduct an investigation of the incident and shall take disciplinary action where appropriate, up to and including suspension and/or expulsion of the students or suspension and/or termination of the employee, in order to ensure that further sexual harassment does not occur. Confidentiality will be preserved consistent with applicable laws and the complaint has not been satisfactorily resolved may use the normal grievance procedure.

Publications disseminated to employees and students will inform them of this policy.

Adopted: 12/96

Consolidated School District No. 6 (Fox)

### **CELL PHONE POLICY**

Any cell phone brought to school must remain in the students backpack and turned off at all times. First violation of this rule will result in the phone being taken away and sent to the office, the student will be allowed to pick the phone up at the end of the day. Second violation of this rule will result in parent or guardian being called and they must pick the phone up from the office. If a student violates this policy he or she will not be allowed to bring a cell phone to school for the remainder of the year.

### **ITEMS NOT ALLOWED AT SCHOOL**

In order to maintain a safe learning environment for all of our students the following items will not be allowed at school: MP3 players, I-PODS, hand held video game systems, laser pointers, baseballs, and bats. **THESE ITEMS ARE ALSO NOT ALLOWED ON THE SCHOOL BUS.**

## **PLEASE KEEP ALL ELECTRONICS AT HOME!**

### **FIREARMS AND WEAPONS IN SCHOOL**

The possession or use of a weapon by any person, except where authorized by law, shall be prohibited in all school buildings, on or about school grounds, and at all school activities.

### **GUIDANCE COUNSELING SERVICES**

Hodge Elementary has full time guidance counseling services, as well as a separate educational diagnostician to conduct special education evaluations. The building counselors implement the Missouri Model Guidance Curriculum adopted by our School Board. This includes Career Planning and Exploration, Knowledge of Self and Others, and Educational and Vocational Development.

In addition to curriculum, the counselors will continue to give system support, responsive services and individual planning resources. Our counselors also conduct support groups on such issues as divorce recovery and crisis counseling as needed.

## **STUDENT SUCCESS TEAM**

Hodge Elementary has a Student Success Team composed of teachers from each grade level, special education representative, remedial reading representative, school counselor and principal. The purpose of this team is to screen students, referred by their teachers, who are not being successful in the classroom. Causes such as poor attendance, poor academics, behavior, attention concerns, and emotional factors are explored to see how they may be contributing to poor performance. Strategies are suggested by the team members to assist the classroom teacher. In some cases an educational evaluation for the purpose of identifying a handicapping condition may be recommended. In other cases, strategies such as retention, tutoring, summer school, outside referrals, etc. are recommended to assist “at risk” students.

## **SMOKE-FREE CAMPUS**

The Board of Education recognizes that smoking represents a health and safety hazard to the general population. All Fox C-6 campuses are smoke-free.

## **SAFELINE**

SAFELINE is a confidential reporting system available to students, teachers, staff, parents and others that allows for the person to report situations which affect the safety, security, or welfare of any student or Fox C-6 staff member. If you feel as if there has been a safety threat, you may contact the SAFELINE, (636-296-SAFE) OR (636-296-7233) 24 hours a day.

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## **FOX C-6 SCHOOL DISTRICT**

745 JEFFCO BLVD. • ARNOLD, MO • 63010  
636.296.8000 • [www.fox.k12.mo.us](http://www.fox.k12.mo.us)

School and district handbooks contain policies and procedures that may be updated throughout the course of a school year. Updates to district-wide policies can be tracked by following Board of Education meetings through BoardDocs, and any changes to the policies contained in this handbook will be made available on district and building websites.

Please check the district website at [www.fox.k12.mo.us](http://www.fox.k12.mo.us) frequently for the most updated versions of our policies, procedures, and other useful information.

If you have any questions, please contact your building principal for more information.

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## **STANDARD COMPLAINT RESOLUTION PROCEDURE FOR NO CHILD LEFT BEHIND PROGRAMS**

This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the No Child Left Behind Act (NCLB).

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed and the resolution pursued in accordance with local district policy.

The Fox C-6 School District implements the following procedures for resolving complaints which may arise concerning possible violations of the provisions of all Federal Programs:

1. Complaints may be filed by parents, advisory councils, district staff members, concerned organizations, or individuals within the Fox C-6 School District.
2. To be considered, the complaint should allege a violation of the Elementary and Secondary Act; the General Education Provisions Act as it applies to all Federal programs; any state rules or guidelines; or the application as approved.
3. The complaint should be in writing and signed by the individual or his representative and submitted to the Federal Programs Coordinator for the Fox C-6 School District.
4. Unless unusual circumstances arise, 30 days will be the maximum time for investigating and resolving the complaint by the Federal Programs Coordinator.
5. The Fox C-6 School District will provide the complainant, his representative, or both an opportunity to present evidence regarding the complaint and an opportunity for the complainant to question the parties involved.
6. A written decision will be rendered by the Fox C-6 School District to the complainant, the Missouri Department of Education, and the DAC and provided to all parties involved within 30 days of the filing of the original complaint. (note 3 above)
7. The complainant may appeal the decision to the Missouri Department of Education within 30 days of receiving the decisions of the Fox C-6 School District Federal Programs Coordinator.
8. Complaint procedures will be disseminated annually to interested parties including all advisory councils within the Fox C-6 School District.

If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

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

Anyone wishing more information about this procedure or how complaints are resolved may contact local district of Department personnel.

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## **STUDENTS Policy 2655**

### **Discipline - Bullying**

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students toward District personnel or students on school grounds, or school time, at a school

sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict physical, emotional or mental suffering on another individual or group of individuals.

Bullying occurs when a student:

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

Students who are found to have violated this policy will be subject to the following consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Consequences: Loss of privileges, classroom detention, Conference with teacher, parents contacted, conference with Principal, in-school suspension, out-of-school suspension, expulsion and law enforcement contacted.

District employees are required to report any instance of bullying of which the employee has first-hand knowledge.

Moreover, the District will provide training for employees relative to enforcement of this policy.

Adopted: 3/13 Effective: 3/13