

Concordia R-2

School District

Elementary Student/Parent

Handbook

204 SW 11th Street

Concordia, MO 64020

(660) 463-7235



Adopted by the Board of Education:
July 1, 2025

Updated: August 13, 2025

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Mission Statement C-110-S

The mission of the Concordia R-II School District is for students to strive for academic and personal excellence.

School Board Members G-100-S

President- Tim Kirchhoff
VP- Erik Wilkens
Secretary- Andrew Oetting
Treasurer- Scott Gard
Member- Jami Benson
Member- Steve Borgstadt
Member- Leslie Basye

The role of the District's Board is to govern the community's public schools by making the major decisions for the District as a whole. The Board collectively makes these decisions and individual Board members do not have the power to speak or act for the Board. The Board as a whole, by working with the Superintendent to make decisions that will best serve the District's students, will govern the community's schools. Accordingly, complaints or concerns made to Board members will be referred to the appropriate District point of contact for resolution.

School Building Information and Contact Information

Concordia Elementary School
701 SW 4th Street
Concordia, MO 64020
Phone: (660) 463-2261
Fax: (660) 463-2413

Superintendent Information

Dr. Theresa Christian, Superintendent
204 SW 11th Street
Concordia, Missouri 64020
Phone: (660) 463-7235
Fax: (660) 463-1326

Administration

Dr. Theresa Christian, Superintendent
Tim Thompson, Elementary Principal
Kasha Oettinger, Special Services Director
Amanda Reid, Activities & Facilities
Director/Public Relations
Hailee Brown, Elementary Counselor

The Department of Elementary and Secondary Education's District and Building Report Cards are available [here](#).

Welcome Letter

Welcome Back, Oriole Students! 2025–2026 School Year Theme: Building Our Oriole Strong Legacy

Dear Oriole Students,

Welcome to a brand-new school year! I hope you had a fun summer—filled with play, rest, and time with family and friends. We are so excited to see your smiling faces back at school!

This year, our theme is “**Building Our Oriole Strong Legacy.**” That means each one of you is a special and important part of our school family. Every day, by learning, helping others, and trying your best, **you are helping build a school we can all be proud of.**

At our schools, we believe that **ALL students can learn.** That includes **YOU!** Your teachers, principals, and all the grown-ups at school believe in your ability to do great things. We are here to help you grow, discover new things, and have fun while learning.

Here are a few things we’ll focus on this year:

- **Learning and Growing** – Your teachers will help you explore, think, and stretch your brain every day!
- **Helping Others** – You’ll learn how to be a kind friend and a great teammate.
- **Making Good Choices** – We’ll practice being safe, respectful, and responsible in all we do.
- **Taking Care of Our School** – We’ll work together to keep our school clean, safe, and full of Oriole pride.
- **Building Friendships** – Most of all, we’ll build strong, caring relationships—with each other and with all the adults who care about you.

You are an important part of our Oriole family, and we are so proud of who you are and who you’re becoming.

Let’s make this year full of learning, laughter, and wonderful memories!

With a big Oriole smile,
Dr. Theresa Christian
Superintendent

Academic Calendar I-100-S

July '25							25-26 School Year							January '26							
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	
			1	2	3	4				1	2	3				1	2	3			
6	7	8	9	10	11	12				4	5	6	7			4	5	6	7	8	
13	14	15	16	17	18	19				8	9	10	11	12		11	12	13	14	15	
20	21	22	23	24	25	26				13	14	15	16	17		18	19	20	21	22	
27	28	29	30	31						18	19	20	21	22		25	26	27	28	29	
										20	21	22	23	24		30	31				
August '25							Concordia R-II School District							17 student days/19 teacher days							
Su	M	Tu	W	Th	F	Sa															
						1	2														
3	4	5	6	7	8	9															
10	11	12	13	14	15	16															
17	18	19	20	21	22	23															
24	25	26	27	28	29	30															
31																					
9 student days/14 teacher days																					
September '25							Start of Sem, End of Qtr, Early Dismissal							18 student days/18 teacher days							
Su	M	Tu	W	Th	F	Sa															
	1	2	3	4	5	6															
7	8	9	10	11	12	13															
14	15	16	17	18	19	20															
21	22	23	24	25	26	27															
28	29	30																			
18 student days/19 teacher days																					
October '25							New Teacher Institute							18 student days/18 teacher days							
Su	M	Tu	W	Th	F	Sa															
			1	2	3	4															
5	6	7	8	9	10	11															
12	13	14	15	16	17	18															
19	20	21	22	23	24	25															
26	27	28	29	30	31	31															
20.5 student days/22 teacher days																					
November '25							Teacher PD							19 student days/20 teacher days							
Su	M	Tu	W	Th	F	Sa															
				1																	
2	3	4	5	6	7	8															
9	10	11	12	13	14	15															
16	17	18	19	20	21	22															
23	24	25	26	27	28	29															
30																					
16 student days/17 teacher days																					
December '25							Teacher Workday							19.5 student days/20 teacher days							
Su	M	Tu	W	Th	F	Sa															
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7	8	9	10	11	12	13															
14	15	16	17	18	19	20															
21	22	23	24	25	26	27															
28	29	30	31																		
14.5 student days/15 teacher days																					
NOTES:							MAP/EOC Testing Window							19.5 student days/20 teacher days							
Apr 13-May 1							CPI Training							June '26							
Aug 15							CES Open House							Su M Tu W Th F Sa							
Aug 14							CHS Enrollment Nights							1							
Aug							1 Day Credit for P/T Conference Time							2							
Oct							Graduation							3							
May 8							161.5 student days							4							
							174 teacher days							5							
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Attendance and Absence Procedures S-115-S

Expectations for Attendance

Attendance is essential for learning. By law, all children must attend school from the age of 7 until the age of 17. Parents/guardians are accountable for the attendance of their child. The District will inform parents/guardians of their student's absence and support families when attendance becomes a concern. It is the responsibility of the student to make up work due to an absence. Students who wish to participate in school sponsored activities must attend school the entire day on which the activity occurs, unless the principal has pre-approved the absence based upon special circumstances. The administration makes the final determination regarding whether an absence is excused or unexcused. Documentation of the reason why an absence should be excused should be presented to the office prior to a student attending an evening school sponsored activity.

Excused Absences

Parents or students must provide proper notification and documentation to the school showing the absence was unavoidable for an absence to be excused. It is the responsibility of the student to make up work with teacher support when a student's absence is excused. The timelines for turning in make-up work will be determined by the teacher.

Parents must report a student's absence by 9:00 a.m. on the day of the absence. The school will contact parents who do not report a student's absence by the designated time. When a student is released early from school to a parent or guardian, it constitutes an absence. In general, prior notification is required when a student is dismissed early and the student must be checked out through the office. The administration may request documentation to determine whether an absence is excused. Excused absences are allowed for:

- Illness of the student (a parent may call in to excuse their child for up to three times due to illness without a doctor's excuse)
- Medical appointments that cannot be scheduled outside the school day Serious illness or death of a family member
- Religious observances
- School-sponsored activities (e.g., field trips, athletics, competitions, etc.)
 - Any absence from class as a result of a school-sanctioned activity is not recorded as an absence for purposes of this policy. Example: field trip, athletic event, student activity, etc.. It is the student's responsibility to remind all of his/her teachers following a school-sanctioned absence to use the attendance correction form if he/she was reported absent inadvertently.
- Court appearances or other legal situations beyond the

- control of the family Emergency situations as approved by the principal
- Visits from a parent or guardian on active military duty who is on leave from or will be immediately deployed, or immediately returned with notification and approval of the principal
- Suspensions
- An absence which has been requested and approved in advance by the principal due to exceptional circumstances. In these situations, make-up work should be requested in advance of the absence and any tests, projects, or in-class assignments will be made up at the direction of the teacher.

Unexcused Absences

Absence for reasons other than the categories of excusable reasons, or that does not have the proper documentation for an excused absence as determined by the principal, will be considered unexcused. Excessive, unexcused absences will result in written notice from the principal to the parents/guardians. The principal may request a parent/guardian conference to discuss attendance concerns and a collaborative plan may be developed to remove barriers to attendance. When attendance remains problematic, the school may contact the appropriate agencies and/or authorities for assistance.

Elementary Absences: An elementary student may accumulate no more than 10 unexcused and six (6) excused absences per school year. Parents will receive a notification letter when a student accumulates five (5) absences. When a student accumulates ten (10) unexcused and/or six (6) excused absences, a parent conference will be scheduled to determine a plan of success for a child who has excessive absences.

Elementary Make-Up Work: Students will be required to make up missed work. Requests for assignments should be made by noon to allow teachers sufficient time to prepare. However, missed work will be entered into the grading program as zeroes until the work is completed. Work must be completed within two days for each day the student is absent. Please be aware of grade card deadlines and the effects of late work.

Late Arrival/Tardiness

A late arrival or tardy occurs when a student arrives after the expected class period has begun, as determined by the District. The District will count tardiness as an absence. Tardiness is defined as an unexcused absence of a student beyond the scheduled time that a class begins. Any elementary student arriving at school after 8:15 a.m. must report to the principal's office before attending class. Students may be kept after school for excessive tardiness. Parents will be notified in advance.

Truancy

Truancy is when the student is absent from school without permission of the parents/guardians or school official. Truancy includes, but is not

limited to, skipped classes, falsely informing the school about the reason(s) for the absence, or absences that have not been pre-arranged and pre-approved as excused. The District may assign disciplinary measures for truancy. Students who are truant are required to make-up the work to aid learning. The timelines for turning in make-up work and any impact on grading will be according to the guidelines of the building and at the direction of the teacher. Families are entitled to appeal assigned consequences to the Superintendent or designee.

Students may leave the building only with the principal's permission or with a note/phone call from their parent/guardian. A text message from a parent to the student's cell phone will not count as parent contact. Once at school, students are required to remain until dismissed. Students may not return to their vehicles during the school day. If a student leaves the building without permission, he/she will be considered Truant.

Excessive, unexcused absences will be referred to the Juvenile Office. Parents will be notified when a referral is made.

Dress Code S-180-S

The purpose of a dress code is to contribute to a safe, healthy environment that protects students and maintains a focus on learning. The dress code included in this handbook provides guidance to students and parents as to what constitutes appropriate attire for school and school activities. District administrators have the discretion to determine whether a garment or manner of dress not specifically described below is appropriate attire for school and school activities and/or causes a disruption to the educational environment. Administrators have the authority to take action to address dress code matters as they arise. The following District guidelines should be observed:

Dress Code Expectations and Prohibitions

Shirts and shoes must be worn. Clothing should be properly fitted (not overly restrictive or loose). Students' tops must also be worn so as to not cover their shorts, pants, or skirts. Coverage of the body is expected.

Therefore, the following garments are not permitted:

1. House shoes or slippers;
2. See-through garments;
3. Tops that are backless, strapless, low-cut, bare-midriff, have overly-large arm openings; or spaghetti straps;
4. Clothing that does not cover undergarments when a student is sitting or standing;
5. Undergarments worn as outerwear;
6. Clothing that does not reach to mid-thigh;

7. Holes in pants that are above mid-thigh unless patched;
8. Clothing with profane, obscene, or otherwise inappropriate language;
9. Clothing with words, symbols or images that promote illegal, sexual, or violent behavior;
10. Clothing with advertisements or promotion of alcohol, tobacco, or drugs;
11. Language or symbols that promote gangs;
12. Hats and hoods (hooded sweatshirts worn up);
13. Do-rags;
14. Handkerchiefs;
15. Sunglasses;
16. Face paint;
17. Overly-dramatic make-up;
18. Other wear that restricts the line of sight of a student's face and/or facial recognition may not be worn (although exceptions will be made by the principal for head coverings that have religious significance, are worn for medical reasons, or are for a specific, school-sponsored event);
19. Blankets carried or worn as coats or wraps while in the building;
19. Heavy or loose chains, or straps that create a safety risk.

Additional Dress Code Information

Courses and/or class activities that require observance of specific safety requirements may require adjustments of a student's clothing, accessories, or hair style for the duration of the class (e.g., hair pulled back and/or hair nets for culinary classes or other safety wear, etc.). Other dress code requirements may be articulated for students participating in certain extracurricular activities.

Violations of the District dress code will be addressed with remedial actions and/or discipline.

Preschool Dress

Please choose clothing items that are suitable for your child's ability to dress themselves. These features are desirable:

1. Few fasteners
2. Armholes and sleeves of good size
3. Simple styles
4. Loose fitting for freedom of movement
5. Easily washed

Food Service Program F-285-S

The District provides daily breakfast and lunches to all students that meet USDA requirements for a type A meal.

Breakfast

Breakfast will be served to elementary students from 7:45 to 8:05 a.m.

each morning. All students who qualify for free and reduced lunches automatically qualify for free and reduced breakfasts.

Lunch

Students and parents will receive information about their student's assigned lunch shift based on their individual class schedule.

Free and Reduced Lunch Application

Application forms for free or reduced lunches will be sent home with each student at the beginning of each school year, upon enrollment or as requested. Families must reapply each year. Should the income status of the family change during the school year, it is your responsibility to re-apply. Verification of income may be required as set by guidelines of the U.S. Department of Agriculture. All parents filing for free lunches for their children must pay for hot lunches until their applications have been reviewed and processed.

Meal Charges

Elementary students whose food service account shows a balance due that is greater than \$10.00 of food service charges will no longer be allowed to charge breakfast, lunch, or extra milk. An alternate meal will be provided in lieu of hot lunch.

A notice will be sent home with elementary students when the student's account has one day before it has reached the maximum.

On May 15 of each school year, all charging will be cut off.

Parents/guardians will be sent a written request for payment in full. All charges not paid before the end of the school year will be carried forward into the next school year. Families experiencing financial hardships are encouraged to apply for free or reduced meals at any time during the school year.

Students bringing their lunches from home may purchase milk or juice.

All money for elementary student meal charges will be turned into the classroom teacher during the morning lunch count. Breakfast and lunch may be paid in one check. If you have more than one child in school, please note on the check or envelope how much money is to be put into each child's account.

Cafeteria Rules

During Lunch and Breakfast:

1. Food and drinks served in the cafeteria need to stay in the cafeteria.
2. Carbonated beverages and energy drinks are not to be brought into the cafeteria.
3. The lunch supervisor is authorized to suspend cafeteria privileges to any student

for misbehavior. Students removed from the cafeteria for disciplinary action will not receive a refund for that meal.

Adult Visitors for Lunch

Parents and other family members are welcome to attend student lunch shifts. Space will be provided at the front table for a student and their guests. Guests must sign in at the office upon arrival and wait there until the lunch shift begins. Those guests eating a school-provided lunch must contact the office by 9:00 am so an accurate count may be taken. Check the District website for Adult Lunch prices. Due to the limited space during breakfast service, guests are not permitted.

Food Deliveries to Students

No student food deliveries will be accepted from outside vendors. If someone is going to drop food off for a student, the food needs to arrive prior to their scheduled lunch shift and if it does not, the food cannot be dropped off. The student will be provided a hot meal or alternative meal based on the student's lunch account status.

Allergy Prevention and Response S-145-S

The District is required to ensure students with allergies are safe at school through planned prevention and response to a student's allergic reaction. For purposes of District policy and related procedures, an allergic reaction occurs when the immune system overreacts to a typically harmless substance and may be mild to life-threatening. Allergy prevention and response protocols apply to all school locations, including nonacademic, school-sponsored activities and transportation provided by the District. The Board authorizes the Superintendent or designee to develop and implement procedures to protect the health and well-being of students with significant allergies.

Building-Wide and Classroom Approaches

Parents/guardians should provide, at the time of enrollment, information on any allergies the student may have. The school nurse may request written permission from the parents/guardians to communicate with a student's health care provider as needed. Staff members are trained annually on risk reduction strategies, symptom recognition, and response procedures. The school nurse has an emergency kit available and accessible in all school buildings containing prefilled auto syringes of epinephrine and asthma-related medications as allowed by District rules. If you do not want these medications administered to your student in an emergency, please notify the school nurse or principal in writing.

The District will provide age-appropriate education for students, consistent with state learning standards, including potential causes of allergic reactions, information on avoiding allergens,

symptoms of allergic reactions, and simple steps a student can take to keep classmates safe.

All processed foods, including food sold in vending machines, are labeled with a complete list of ingredients on each individual package. Ingredient lists will be created for all food provided through the District's nutrition program, including before- and after-school programs, which are available upon request. This also applies to items sold as part of concessions, fundraisers, and classroom activities.

Individual Approaches

The District will evaluate and determine whether a student's allergies rise to the level of a disability that requires accommodations through the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504). For those students who have allergies that do not rise to the level of disability, a designated team may develop an Individual Health Plan (IHP) and/or Emergency Action Plan (EAP). Staff who have a need to know about a student's allergies and plan will be informed and trained, and all staff members will follow any IEP, 504 Plan, IHP, and/or EAP.

A student's health information and individualized plan will be kept confidential and not shared with those who do not have a need to know unless authorized by the parent/guardian or as allowed by the Family Educational Rights and Privacy Act (FERPA). The District will communicate and collaborate at least annually with parents/guardians regarding the student's allergies, medications, restrictions/precautions, emergency contacts and any other relevant information to keep the student safe.

Health Services S-215-S

Health services are provided under the direction of a school nurse. The school nurse for your student's building may provide services in other buildings as well. Although the nurse may not be physically present at all times in a specific building, the nurse is always on call and there are trained employees in the building to provide first aid, dispense medication, and support the needs presented in the health office.

Illnesses/Injuries

Students demonstrating appropriate symptoms may be sent home from school.

Students may only return to school after 24 hours without fever reducing medicine and fever free (under 100 degrees) for at least 24 hours. Students may return to school after 12 hours without vomiting.

Health Screenings

Routine hearing, vision, and dental screenings may be conducted for students throughout the year. Prior to a student receiving a routine health screening, parents will be notified and provided the opportunity to opt-out.

Health Office

If you have any questions, please contact the School Nurse in the Elementary School during mornings and in the High School during afternoons.

Administration of Medication S-135-S

All medication is kept in the health office or main office and no medication will be dispensed without written parental permission, including over-the-counter medication. Many medications can be given at home before or after school. When this is not possible, medication should be brought directly to the health office and must be accompanied by the following information:

Non-Prescription Medication – Each student will need to complete a yearly data sheet. On this sheet, parents may give permission to staff to dispense Tylenol or ibuprofen (Advil). For other non-prescription medications, a written note from the parent/guardian is required with the student's name, reason for the medication, the time the medication is to be given, the dosage prescribed, and the number of days the medication is to be administered at school. These medications include, but are not limited to, allergy medication, decongestants, cough syrup, cough drops, or others.

Prescription Medication – Prescription medication must be sent to school in the original prescription container. Pharmacies will provide two bottles (one for school, one for home) upon request. The prescription label will serve as the written permission from the physician. If the doctor has given samples of medication, then a written note from the physician is necessary and should include the name of the student, a current date, the medication, and the dosage prescribed. The nurse may need to clarify prescription orders with the provider.

When a student has a health condition which needs accommodation or may necessitate emergency care, it is important that the school nurse be informed. Examples of a health condition that would need to be shared with the school nurse include severe allergies, asthma, diabetes, hearing loss, seizure disorder, etc. This would include situations when a physician recommends a student assume responsibility for self-medication. The nurse may request a release of information from the student's health care provider and the information may be shared with necessary District staff

members on a need-to-know basis. Please contact the school nurse or the school office.

The District and its employees or agents shall incur no liability as a result of any injury arising from the self-administration of any medication by a student.

The FDA has determined CBD is considered a “drug,” meaning it is intended for the diagnosis, cure, mitigation, treatment or prevention of diseases. As such, students may not possess or consume CBD on school grounds. Please see the above statements regarding medication at school. Specific concerns may be addressed to the nurse or to the administration.

Please note that Concordia R-2 receives federal funds and must comply with the Drug Free Workplace Act by operating a drug-free workplace. As such, medical marijuana is not permitted at school, even with a prescription. Specific concerns regarding the use of medical marijuana should be directed to the administration.

Communicable Diseases F-245-S

Parents/guardians must notify the District if their student has a communicable disease. Parents/guardians will be required to provide written approval from the student’s treating physician in order for their student to attend school. The District reserves the right to prevent student attendance until clarification or implementation of precautionary measures are in place. Parents/guardians are required to notify the District if they are enrolling or have a student attending school who is HIV positive.

Medical information of students is highly confidential, and the District will take necessary steps to protect the medical information of students and ensure that such information is released only to those with a need-to-know and/or individuals and entities who are required by law to be notified of certain health and medical information.

Students with a communicable disease who exhibit behaviors that increase the chances of their condition being spread to other individuals, may be subject to discipline in accordance with the discipline code, and state and federal law.

Immunizations and Vaccinations

It is unlawful for any student to attend school unless the student has been immunized according to Missouri School Immunization Law or unless a signed statement of medical or religious exemption is on file at the school, which is described in all enrollment information.

Parents/guardians should bring immunization records at the time of enrollment and obtain additional immunizations as required by state

law.

Head Lice

Head lice infestation is endemic in the school population. They are not life threatening and are simply considered nuisance diseases. However, a number of head lice cases in a school take a significant amount of time away from the educational program. Classrooms need to be checked as well as family members and other close contacts.

If a child is suspected of having head lice, the hair will be examined and checked under a microscope. If it is determined that the student does have head lice, the student will be sent home for treatment. Other students who have been in close contact will also be checked. Students must bring proof of treatment back to school before they can re enter. Students will be re-checked in 10 days to determine the success of treatment.

Asbestos F-215-S

The U.S. EPA Asbestos Hazard Emergency Response Act (AHERA) under the Federal Code of Regulations 40 CFR 763.93g(4) requires that building occupants be notified annually of the presence of asbestos in the building and the availability of the Asbestos Management Plan.

A copy of the Management Plan and inspection reports are available for review at the Superintendent Office located at 204 SW 11th Street, Concordia, MO, as well as each school office. Questions regarding asbestos or the management plan may be directed to Theresa Christian, Superintendent, at 660-463-7235.

Student Insurance S-140-S

The District recommends student accident insurance for the protection of a student and parents/guardians. It is the responsibility of the parents/guardians to arrange insurance coverage as the District does not assume financial responsibility for student injuries. The District does, however, make an optional student accident group plan available for students, for which a carrier is named and rates established annually. Families and/or students must deal directly with the insurance carrier to obtain information about available coverage and policies. A letter will be sent home to parents regarding this optional coverage at the beginning of the school year.

Students participating in interscholastic athletics are required to have insurance coverage. This may be in the form of either family coverage or the coverage offered through the District. Missouri State High School Activities Association (MSHSAA), requires that a student be covered through insurance before being allowed to practice or compete for a school team. The student will not be allowed to participate in interscholastic practices or competitions until proof of insurance is provided.

The District also provides information about MO HealthNet for Kids (MHK), Missouri's Medicaid program, to qualifying families who enroll students in the District. Parents who complete an application for free and reduced-priced meals (FRL), and who indicate on the application form a child does not have insurance, will be notified by the District that the MHK program is available. Forms for MHK may be accessed at: <https://www.benefits.gov/benefit/1606>,

Student Records S-125-S

Access to and Release of Student Information

All parents/guardians may inspect and review their student's education records, seek amendments, consent to disclosures except to the extent the law authorizes disclosure without consent, and file complaints regarding the records as allowed by law. Requests to inspect or review education records may be directed to the District's building counselor. Requests to amend education records may be directed to the District's building counselor to obtain the proper form. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The parents'/guardians' rights relating to the education records transfer to the student once the student becomes an eligible student; however, parents/guardians maintain some rights to inspect student records even after a student turns 18. The District allows access to records to either parent, regardless of divorce, custody or visitation rights, unless the District is provided with legal documents that the parent's rights to inspect records have been modified.

Directory Information

Directory information is information about a student that generally is not considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The District will designate the types of information included in directory information and may release this information without obtaining consent from a parent or eligible student unless a parent or eligible student notifies the District in writing. Parents and eligible students will be notified annually of the information the District has designated as directory information and the process for notifying the District if they do not want the information released. Even if parents or eligible students notify the District in writing that they do not want directory information disclosed, the District may still disclose the information if required or allowed by law. For example, the District may require students to disclose their names, District email addresses in classes in which they are enrolled, or students may be required to wear or display a student identification card that exhibits information designated as

directory information. If you do not want the District to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent (with exception of disclosures required by law), you must notify the District in writing by September 1st of each school year.

The District designates the following items as directory information:

General Directory Information: The following personally identifiable information about a student may be disclosed by the District without first obtaining written consent from a parent or eligible student: Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); participation in District-sponsored or District-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the District; schools or school Districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

Limited Directory Information: In addition to general directory information, a student's address, telephone number and email address; and the parents' addresses, telephone numbers and email addresses may be disclosed to: school officials with a legitimate educational interest; parent groups or booster clubs that are recognized by the Board and are created solely to work with the District, its staff, students and parents and to raise funds for District activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services.

School Officials with a Legitimate Educational Interest

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.

A school official includes a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a Board Member. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct

control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Release of Records to Other Agencies or Institutions

The District forwards education records to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements under the law.

Military and Higher Education Access

The District will disclose the names, addresses and telephone numbers of secondary school students to military recruiters or institutions of higher education as required by law. However, if a parent or a secondary school student who is at least 18 submits a written request, the District will not release the information without first obtaining written consent from the parent of the student/eligible student.

Release

Parents or guardians may designate additional adult(s) to have access to their student's records by requesting a Family Educational Rights and Privacy Act (FERPA) release form from the building counselor.

Notice

Parents/Guardians and/or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

Personnel Records E-190-S

The District is required to inform you that, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), upon your request, the District is required to provide 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 statute 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 student 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 have 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.

This information may be requested by contacting: Tim Thompson, Elementary Principal.

Parent and Family Involvement and Engagement (Title I, Part A) I-135-S

The District encourages effective involvement by parents, guardians, and families to support the education of their children. In consultation with the State Board, educators, local associations, parent organizations and individual parents/guardians whose children are enrolled in the District, the District will:

1. Promote regular, two-way communication between home and school.
2. Promote and support responsible parenting.
3. Recognize that parents and families play an integral role in assisting their children to learn.
4. Promote a safe and open atmosphere for parents and families to visit the school that their student(s) attend and actively solicit parental/family support and assistance for school programs.
5. Include parents as full partners in decisions affecting their children and families.
6. Avail community resources to strengthen school programs, family practices, and the achievement of students.

The Schoolwide Program Plan is available here:

<https://drive.google.com/file/d/10CURwVRWIQhovZuLIJz89XiDj8rBJfk4/view?usp=sharing>

The School Parent and Family Engagement Plan may be found here:
https://drive.google.com/file/d/101r1Th_SVpHlha-F5apuFsfGPxigNCg/view?usp=sharing

Program for Students who are Homeless, Migrant, English Learners, At-Risk or in Foster Care I-140-S

The District is committed to the provision of a free and appropriate education for all students enrolled in the District. Therefore, the District complies with all provisions, regulations, and administrative rules applicable to state and/or federal requirements in order to serve students who are homeless, migrants, English learners, at-risk, or in foster care.

The District's liaison for students who are homeless, migrant, English learners, or in foster care is:

Name: Mercedes Balke, Director of Special Services
Phone #: (660) 463-7235
Email Address: mbalke@concordia.k12.mo.us

English Language Learners I-150-S

The District provides programs and support for students in order to provide equal educational opportunities for students with limited English proficiency (LEP).

Free language interpreting and translation is available for parents/guardians and students who require it. If you require an interpreter, please inform your student's teacher or school, and the District will arrange for an interpreter to assist at no cost to you. If we do not have an interpreter for your language, we will work to find someone who can help.

Information on District programs such as Gifted Education, AP classes, Special Education, extracurricular activities, and others can be found on the District website.

For more information about the programs for students with LEP or assistance for families, please contact Kasha Oettinger, Director of Special Services, 204 SW 11th Street, Concordia, MO 64020, (660) 463-7235, koettinger@concordia.k12.mo.us.

Visitor Procedures C-155-S

For student purposes, all visitors MUST use the main entrance, report to the office, and sign in and out upon arrival and departure. No one will be allowed to enter the hallways or classrooms without permission from the office and without a visitor's pass. If you need to pick up your child before the end of the school day, come to the office and your child will be called to the office.

Classroom visits by parents and/or advocates are allowed with prior approval by the school principal. If a parent, advocate or other person

wishes to conduct an observation of any child, activity, teacher, or classroom, he or she must submit a written request to the building principal, within five school days of the date he or she wishes to observe, with the following information:

1. The name and position of the individual(s) who will be observing;
2. The date and time he or she wishes to observe;
3. The amount of time he or she wishes to observe;
4. The specific purpose for which he or she wishes to observe.

The building principal must then grant written permission for the observation to occur. The District reserves the right to deny any observation that it believes will disrupt the educational environment or may lead to a direct or indirect release of personally identifiable information about a student or students. The building principal or other administrator will provide a written or verbal explanation of its decision prior to the requested observation date. Students are not permitted to bring family members or friends to school with them as visitors.

Transportation Services F-260-S

Bus service is provided for students living one mile or more from the school. For routes and pick-up information contact Mr. Donnie Fowler at Fowler Bus Company at (660) 463-2756 for pick up time.

Students not observing the following rules are subject to disciplinary action:

1. Be on time; the driver will not wait beyond the regular schedule.
2. Demonstrate safe and orderly conduct.
3. Allow the bus to come to a complete stop before boarding.

While on the bus, riders must:

1. Obey the driver promptly at all times.
2. Not engage in unnecessary conversation with the driver.
3. Observe regular classroom conduct.
4. Remain seated while the bus is moving until the bus has come to a complete stop.
5. Not extend arms/head out of the bus.
6. Not throw objects from the bus.
7. Not eat or drink on the bus.
8. Use headphones for music
9. Stay out of the aisle and keep hands and feet to yourself.
10. No cursing
11. Students do not occupy the rear seats, unless no other seating is available.

After leaving the bus, riders must:

1. Cross the road at least ten feet in front of the bus, taking care to observe traffic.
2. Wait for the driver's signal before crossing.
3. Not run beside the bus or hang on it in any way.

The District will abide by all state rules and regulations regarding transportation. Students must ride the bus to which they are assigned. A change of bus may be approved by the office in cases of emergency. If a student's daily babysitter is on a bus route, arrangements may be made for pick-up and drop-off.

Transportation Guidelines for Out-of-Town Activities

Students must ride the bus or authorized vehicles to all out-of-town activities (if provided). Students who wish to return home from the activity with their parents will be allowed to do so. The parent will need to contact the sponsor at the activity and sign a transportation release form stating that he or she is taking responsibility for the student's return home. Students may be allowed to return home with a friend's parent only under the following circumstances:

- The student's parents must contact the office by note or phone no later than 11:30 a.m. the day of the activity.
- Prior approval from the principal is necessary.
- The student's parents and the parent(s) transporting the student home must sign the transportation release form stating that he or she is taking responsibility for the student's return home.

Students may only be transported by either their own parent or guardian or the designee the parent gave prior approval to. Parents may not give prior approval to a designee who is under the age of 18.

Transportation for Preschool Students

The children attending preschool from 8:15 a.m. to 3:20 p.m. can ride the bus to and from school provided that they are on a regular bus route.

The children attending the 8:15 a.m. to 11:20 a.m. session can ride the bus to school provided that they are on a regular bus route. Parents will need to pick them up at 11:20 a.m.

Complete the Bus Enrollment Form and provide it to the CES office. You will be notified if your student is eligible to ride the bus after the form has been reviewed by Fowler Bus Company and the School. If you have any questions about transportation, please contact Lisa Haley at Fowler Bus Company (660) 463-2756.

Children less than 40 pounds and/or less than four years of age are required by the District to use the appropriate 5 point harness provided by Fowler Bus Company. The parent must also ensure that the child is put in the seat and buckled into the harness or removed from the seat at the bus stop. The driver cannot be responsible for buckling/unbuckling the student from the car seat. School staff will see that the student is buckled/unbuckled at school. There is a limit of no more than two preschool students per bus. If a student does not ride the bus for a period of over three weeks, their place on the bus may be given to another student unless the parent contacts Mrs. Haley.

Student Discipline S-170-S

Student Code of Conduct

The District believes students deserve the right to participate and learn in a safe environment which allows teachers to focus on instruction that accelerates achievement. To ensure that school is a quality atmosphere for all students at all times, the code of conduct and discipline policies outline consequences for misconduct that occurs at school, during a school activity whether on- or off-campus, on District transportation, or misconduct that involves the use of District technology. All District personnel are responsible to supervise and hold students accountable for violations of discipline rules.

Failure to obey standards of conduct may result in, yet is not limited to, verbal warning, community service, confiscation of property, principal/student conference, parent contact, loss of credit, grade reduction, course failure, removal from extracurricular activities, revocation of privileges including transportation, parking and technology privileges, detention, in- or out-of-school suspension, expulsion, and report to law enforcement. For offenses involving academic integrity, the student may also be subject to a loss of credit for work, a grade reduction, and/or course failure. The Board authorizes the immediate removal of a student who poses a threat to self or others as determined by the principal, Superintendent, or the Board.

Any student who is suspended for any serious violation of the District's Student Discipline policy shall not be allowed while suspended to be within 1,000 feet of any school property or any activity of the District, regardless of where the activity takes place, unless:

1. Such student is under the direct supervision of the student's parent, legal guardian, or custodian and the Superintendent or the Superintendent's designee has authorized the student to be on school property;
2. Such student is under the direct supervision of another adult designated by the student's parent, legal guardian, or custodian, in advance, in writing, to the principal of the school which suspended the student and the Superintendent or the Superintendent's designee has authorized the student to be on school property;
3. Such student is enrolled in and attending an alternative school that is located within one thousand feet of a public school in the District where such student attended school; or
4. Such student resides within one thousand feet of any public school in the District where such student attended school in which case such student may be on the property of his or her residence without direct adult supervision.

If a student engages in an act of violence, a school administrator will report the information to teachers and other District employees who are responsible for the student's education or otherwise interact with the student on a professional basis while acting within the scope of their assigned duties. Additionally, school administrators will report to the appropriate law enforcement agencies any crimes as required by law.

Corporal punishment is strictly prohibited as a method of discipline. Reasonable force may be used, when necessary, for the protection of a student or others and property. The District limits the use of seclusion or restraint to situations or conditions in which there is imminent danger of physical harm to self or others

Students with disabilities will be disciplined in compliance with state and federal laws per the Individuals with Disabilities Act (IDEA), Section 504 of the Rehabilitation Plan, and any regulations and state and local compliance plans, which includes due process rights as afforded to all students. Additionally, a student's Individual Education Plan (IEP), including any portion that is related to past or potentially future violent behavior, will be provided to appropriate staff members with a need to know.

Information regarding a student's misconduct and discipline is confidential and only shared with those who have a need to know. Teachers and other authorized District personnel shall not be civilly liable when acting in conformity with District policies, including the discipline policy, or when reporting acts of school violence to a supervisor or other person as mandated by law.

The District discipline policy and procedures will be provided to every student at the beginning of each year, be published on the District website, and made available in the office of the Superintendent during normal business hours.

This code applies to all misbehavior committed by a student on District property, at any school-sponsored activity or event whether on- or off-campus, and District transportation. Additionally, the District may use its authority to address behavior that occurs off-campus if it interferes with the operation of the school or endangers the safety of students or staff.

The following is a list of potential consequences and those individuals who can utilize specific types of consequences.

- All school personnel are authorized to take actions listed under the first Level.
- Teachers and Administrators may take actions listed in Levels One and Two.

- Level Three requires administrative credentials and assignment.
- Level Four is reserved for the superintendent of schools.
- Level Five is reserved for the Board of Education.

A. Level One - Disciplinary actions include:

- a. Direct instructions and orders.
- b. Verbal reprimands and disciplinary conferences.

B. Level Two - Disciplinary actions include:

- a. Parental conference by the teacher.
- b. Redirection to a safe seat or alternative setting
- c. Restricted privilege, which could include confiscation of personal property.
- d. Contact with parent/guardian by the teacher.
- e. Detention by the teacher.

C. Level Three - Disciplinary actions include:

- a. In-school suspension.
- b. Suspension from school—up to 10 school days (Suspensions require a satisfactory re-admittance conference with parent/guardian and the principal.)

D. Level Four - Disciplinary actions include:

- a. Suspension by the principal and referral to the superintendent of schools for further action. This includes long-term suspension (up to 180 school days) and/or recommended expulsion.

E. Fifth Level Disciplinary actions include:

- a. Expulsion from school. Expulsion from school requires an affirmative vote by a majority of the Concordia R-2 Board of Education.

Standards of Conduct and Consequences

No document can identify every possible offense that could potentially result in disciplinary action. This code identifies most offenses constituting a failure to obey the standards of conduct set by the Board. However, when circumstances warrant, the principal, Superintendent, and/or Board may impose consequences for misconduct not specifically outlined in this document.

District Policy for Discipline

Definitions

Acts of violence or violent behavior - The exertion of physical force with the intent to do serious physical injury while on school property, including District-transportation and school activities.

Corporal Punishment – The intentional infliction of physical punishment, usually in the form of spanking, as a method of student discipline.

Detention – A form of student discipline that requires students to attend a before and/or after school setting which monitors and restricts student activity.

Expulsion – A form of student discipline which removes and excludes a student from school for an indefinite period of time. Students who are expelled are entitled to due process rights.

In-school suspension – A form of student discipline which consists of removing the student from normal classes during the day and assigning the student to an in-school suspension program or class for a specified period of time.

Need to know – A requirement to report acts of school violence to school personnel who are directly responsible for a student's education and who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties.

Out-of-school suspension – A form of student discipline which removes and excludes a student from school for a defined period of time. Students who are suspended are entitled to due process rights.

Physical Restraint – The use of person-to-person physical contact that immobilizes or reduces the ability of a student to move the student's torso, arms, legs, or head freely. It does not include briefly comforting or calming a student, holding a student's hand to transport the student for safety purposes, physical escort, intervening in a fight, or using an assistive or protective device prescribed by an appropriately trained professional or professional team.

Restitution – The requirement of a student to return or pay for stolen goods or damaged property.

Seclusion – This is the involuntary confinement of a student alone in a room or area that the student is physically prevented from leaving and that complies with the building code in effect in the school District. Seclusion does not include a timeout, in school suspension, detention, or other appropriate disciplinary measures. Seclusion is limited to situations or conditions in which there is imminent danger of physical harm to self or others.

Serious violation of the District's Student Discipline Policy – Any act of violence or violent behavior, any drug-related activity, any offense listed in [Section 160.261.2, RSMo](#), or any other violation of the District's Student Discipline Policy resulting in the suspension of a student for more than 10 school days.

Prohibited Conduct	Definition
Academic Dishonesty	Any type of cheating that occurs in relation to an academic exercise or assignment. It may include plagiarism, fabrication of information or citations, cheating, falsification of work or excuses for work, disrupting or destroying another person's work, failure to contribute to a team project, or other misconduct related to academic work. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.
Arson	Starting or attempting to start a fire or causing or attempting to cause an explosion.
Assault, First or Second Degree	Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes criminal assault in the first or second degree.
Assault, Third or Fourth Degree	Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.
Automobile/Vehicle Misuse	Discourteous or unsafe driving on or around District property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on District property.
Bullying and Cyberbullying	Intimidation, unwanted aggressive behavior or harassment (including criminal harassment under the Safe Schools Act), that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral communication, cyberbullying, electronic or written communication, and any threat of retaliation for reporting of such acts. "Cyberbullying" means bullying through the transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. Students will not be disciplined for speech in situations where the speech is protected by law.
Bus or Transportation Misconduct	Any misconduct committed by a student on transportation provided by or through the District.
Dishonesty	Any act of lying, whether verbal or written, including forgery.

Disrespectful or Disruptive Conduct or Speech	Conduct that interferes with an orderly education process such as disobedience or defiance to an adult's direction, use of vulgar or offensive language or graphics, any rude language or gesture directed toward another person. Discriminatory or harassing conduct may be addressed under the District's policy regarding this conduct.
Drugs/Alcohol/Tobacco/ E Cigarettes	The use, sale, transfer, distribution, possession, or being under the influence of prescription drugs, alcohol, tobacco products, electronic cigarettes, vaping products, other nicotine delivery products, imitation tobacco products, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances, imitation controlled substances, drug/tobacco paraphernalia, or over the counter drugs on any District property, vehicles, or at District-sponsored events. However, students may use, possess, and be under the influence of their prescription drugs and over the counter drugs in compliance with District procedures.
Extortion	Threatening or intimidating any person for the purpose of obtaining money or anything of value.
False Alarms or Reports	Intentionally tampering with alarm equipment for the purpose of setting off an alarm, making false reports for the purpose of scaring or disrupting the school environment.
Fighting	A conflict: verbal, physical, or both, between two or more people.
Weapons and Firearms	<ul style="list-style-type: none"> A. Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo, or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2). B. Other weapons are prohibited. Other weapons are defined as a device readily capable of lethal use, or device designed to mimic a weapon. Other weapons include mace spray, any knife, regardless of blade length; and items customarily used, or which can be used, to inflict injury upon another person or property. C. Possession or use of ammunition, a component of ammunition or a weapon, weapon accessories, or tactical gear.
Fireworks or Incendiary Devices	Possessing, displaying, or using fireworks, matches, lighters, or other devices to start fires or other unsanctioned actions. This does not include educational activities designed and supervised by District employees.
Gambling	Betting something of value upon the outcome of a contest, event, assignment, or game of chance.
Harassment, including Sexual Harassment	Conduct that annoys, threatens, intimidates another person based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Harassment, including sexual harassment, is unwanted and unwelcome conduct that causes another person extreme unease or fear. Examples include, but are not limited to, derogatory comments or slurs, lewd propositions, blocking movement, offensive touching, or offensive posters or graphics.

Hazing	The imposition of strenuous, humiliating, and/or dangerous tasks as part of an initiation, admission, or affiliation to a group, even when all parties willingly participate.
Nuisance Items	Displaying or using items that create distractions and could be lost, stolen, or broken such as toys, collectible items, or other possessions not approved for educational purposes.
Property Damage or Loss of School Property	Damage to or loss of school property such as, but not limited to, books, electronic devices, calculators, uniforms, equipment, or facilities, etc.
Public Display of Affection	Physical intimacy that is inappropriate for an educational setting, such as but not limited to, kissing, groping, fondling, cuddling.
Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material	Possessing, displaying, or generating sexually explicit, vulgar, or violent material, such as but not limited to, pornography, nudity, violence or explicit death or injury. Students will not be disciplined for speech in situations where it is permissible by law. This restriction does not apply to curricular material vetted and approved by District employees for educational purposes.
Sexual Activity	Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.
Tardiness or Truancy	A student arriving after the class period has begun is marked tardy. Truancy is when a student is absent from school without permission from the parents/guardians or school official. Truancy includes, but is not limited to skipping classes, falsifying the reason for an absence, or absences that have not been pre-arranged and pre-approved as excused.
Technology Misconduct	Gaining or attempting to gain unauthorized access to or interfering with a technology system or information, using any type of electronic device without permission, or recording audio or visual information without express permission for educational purposes and as allowed by District rules, or using technology in a manner inconsistent with the terms of the Technology Usage Agreement. This includes cell phone misuse.
Theft	Taking or attempting to take the property of others without consent or knowingly taking possession of stolen property.
Threats or Verbal Assault	Verbal, written, graphics, or gestures in a convincing manner that causes another person to fear for the safety of themselves or property.
Unauthorized Entry	Entering a District facility, office, locker or other area that is locked or assisting someone to enter District property who is not authorized or through an unauthorized entrance.
Vandalism	Deliberate destruction of or damage to property belonging to the District, employees, or students.

Violation of Imposed Disciplinary Consequences	The failure to comply with the discipline consequences assigned. This includes appearing on District property or at a school-sponsored event while serving a suspension or expulsion.
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Expectations for Student Behavior & Student Discipline

Expectations for Student Behavior

Positive Behavior Supports

Concordia Elementary School is a Positive Behavior Supports school. The purpose of CES Positive Behavior Supports is to support academic achievement for all students by creating a social curriculum that develops students who are respectful, responsible and safe. Our school strives to provide a clear set of positive expectations and behaviors. At CES we believe that there is a direct connection between academic success and behavior. CES utilizes the Live School Reward System as a part of the PBS system to encourage positive behavior and provide incentives for students who exhibit respectful, responsible, and safe behavior.

Preschool Regulation Area

There is a regulation area which is designed for children to sit on and think about the rule or rules that have been broken.

Citizenship

Citizenship is essential to promote positive behavior and conduct for all students. To maintain consistency for students, staff, and the community, the District follows the MSHSAA citizenship requirements for all students. MSHSAA defines citizenship in the following manner, “Students who represent a school in interscholastic activities must be creditable citizens and judged so by the proper authority. Those students whose character or conduct is such as to reflect discredit upon themselves or their schools are not considered ‘creditable citizens’” (2024-2025 MSHSAA Official Handbook, p. 40). Those requirements are found in the MSHSAA Official Handbook on pages 40-41. Here is the link to the MSHSAA website and the Handbook specifically.

Link: <https://www.mshsaa.org/resources/pdf/Official%20Handbook.pdf>

Behavior Matrix

	All Settings	Cafeteria	Hallway	Restroom	After School Events	Digital Citizenship
Be Responsible	Follow directions quickly Keep personal belongings stored safely Notify teachers of unsafe conditions Pick up after yourself & others	Have lunch card ready Find a seat quickly and stay in it Keep positive lunch balance	Use a hall pass at all times Be in the classroom when bell rings Use time wisely between classes	Make it a priority between classes Use nearest restroom quickly and quietly Return to class promptly	Demonstrate school spirit Keep facilities clean	Follow proper procedures for research and writing Follow expectations of the AUP Know who you are communicating with Keep passwords safe Use social media wisely
Be Respectful	Follow the dress code Use school appropriate language Keep all hands, feet, and other objects to yourself Value the property of school and others Use manners	Ask a permission to leave Dispose of trash properly Use proper table etiquette	Be mindful of other classrooms Use a quiet voice Walk directly to destination.	Be mindful of request to leave the classroom Flush Keep water in the sink Put paper towels in trash can	Represent your school in a positive manner Show sportsmanship	Keep all equipment as found Positive comments Use at appropriate times

Be Your Best	Solve conflicts in a positive manner Choose a positive attitude	Wait patiently in line Use appropriate voice level	Take care of items in the hallway (e.g. poster and displays)	Use proper hygiene	Show support to peers by attending	Stay on task assigned by teacher
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Bullying, Hazing, and Cyberbullying S-185-S

The District strictly prohibits bullying, including hazing, and cyberbullying on school grounds, at any school function, or on District transportation.

Definitions

Bullying – Intimidation, unwanted aggressive behavior or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting such acts.

Cyberbullying – Bullying as defined above through the transmission of a communication including, but not limited to a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District has jurisdiction to prohibit cyberbullying that originates on a school campus, or at a District activity if the communication was made using District technological resources, if there is sufficient nexus to the educational environment, or if the electronic communication was made on the school's campus or at a District activity using the student's own person technological resource.

Anti-bullying Coordinator – The Superintendent will ensure an individual at each school is designated to serve as the anti-bullying coordinator. All anti-bullying coordinators will be teacher-level or above and a list of coordinators will be kept on file at the District administration office and updated annually. Additionally, a District anti-bullying coordinator will be designated. The building anti-bullying coordinators are the building principals.

School Day – A day on the District calendar when students are required to attend school.

Reporting Bullying or Cyberbullying

District employees are required to report any instance of bullying of which the employee has firsthand knowledge. Any employee, substitute, or volunteer who witnesses an incident of bullying must report the incident to the building anti-bullying coordinator within two (2) school days of witnessing the incident. If the anti-bullying coordinator is unavailable or is the subject of the report, the employee should contact the District's Compliance Officer. In addition, all District employees, substitutes, or volunteers must direct all persons seeking to report an incident of bullying to the building anti-bullying coordinator.

Any individual making a verbal report of bullying will be asked to submit a written complaint to the anti-bullying coordinator. If the person refuses or is unable to submit a written complaint, the anti-bullying coordinator will summarize the verbal complaint in writing.

When an anti-bullying coordinator is informed about a possible bullying or cyberbullying incident, verbal, written, or otherwise, the District will conduct a prompt, impartial, and thorough investigation to determine whether misconduct, including unlawful conduct, occurred. The District will implement interim measures as necessary. When it is determined that bullying or cyberbullying occurred, the District will take appropriate action for violations of District expectations and rules.

Investigation

Within two (2) school days of receipt of a report of bullying or cyberbullying, the anti-bullying coordinator or designee will initiate an investigation of the incident. The school principal may appoint other school staff to assist with the investigation. The investigation will be completed within ten (10) school days from the date of the written report unless good cause exists to extend the investigation. A copy of the written report of the investigation and results will be sent to the District anti-bullying coordinator and included in the files of the victim and the alleged or actual perpetrator of bullying or cyberbullying. All reports are confidential in accordance with law and District rules.

Retaliation

The District prohibits reprisal or retaliation against any person who reports an act of bullying or cyberbullying, testifies, or participates in any manner with an investigation proceeding, or hearing. The District will take appropriate remedial action for any student, teacher, administrator, or other school personnel who retaliates.

Consequences of Bullying, Cyberbullying, or Retaliation

When the District receives a report of bullying, cyberbullying, or retaliation, interim measures to protect the victim(s) will be taken. If an investigation determines that bullying, cyberbullying, or retaliation occurred, the District will act to end the bullying, cyberbullying or retaliation.

Students who are determined to have participated in bullying, cyberbullying, or retaliation will be disciplined in accordance with the District discipline policy. Consequences may include, but are not limited to, loss of privileges, detention, in- or out-of-school suspension, expulsion, and referral to law enforcement. Any determination of consequences will consider factors such as the age of the student(s), developmental level of the student(s), degree of harm, severity of behavior, disciplinary history, and other educationally relevant factors.

District employees and substitutes who violate this policy will be disciplined, up to and including termination. Volunteers, visitors, patrons, or others who violate this policy may be prohibited from District property or activities, or other remedial action.

Public Notice

The District will:

1. Provide information and appropriate training to District staff who have significant contact with students regarding the policy.
2. Provide education and information to students regarding bullying, including information regarding the District policy prohibiting bullying, the harmful effects of bullying, and applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, cyberbullying, and/or retaliation against any person who reports an act of bullying.
3. Instruct school counselors, school and licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for overcoming bullying's negative effects. Techniques will include, but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself/herself assertively and effectively; helping the student develop social skills; and/or encouraging the student to develop an internal locus of control.
4. Implement programs and other initiatives to address and respond to bullying in a manner that does not stigmatize the victim and makes resources or referrals available to victims of bullying.

Complaints alleging unlawful discrimination, harassment, or retaliation

in violation of District policy will be referred for investigation to the District Compliance Officer.

Report Form

The District has a report form that is used to report incidents of bullying. The form is accessible in the counselor's office, the front building office, and on the District's website at:

<https://www.concordia.k12.mo.us/vnews/display.v/SEC/Student%20Resources>.

Complaints or Concerns C-120-S

Effective communication helps avoid and resolve many complaints, concerns, misunderstandings and disagreements. Individuals who have a complaint or concern should discuss their concerns with the school personnel involved in the issue at hand in an effort to resolve problems. This step will usually involve communicating directly with the person or persons with whom the complainant has a concern. This step may be skipped when the complainant in good faith believes that speaking directly to the person would subject the complainant to discrimination, harassment or retaliation.

This step may also be skipped if the complainant in good faith believes that any law or a District policy or written rule has been violated. The District has adopted specific procedures for investigation and resolution for complaints or concerns as required by specific and varying laws that are applicable to the District. The District's Compliance Officer should be contacted with any complaints or concerns that any law or District written rule has been violated, including but not limited to, laws relating to: civil rights, including discrimination, harassment, and retaliation; special education matters including the IEP and 504 processes and services; federal programs and related services; bullying; and The Family Educational Rights and Privacy Act, including student records and confidentiality.

When communicating directly with the school personnel involved in the issue does not resolve matters satisfactorily, or if it is appropriate to skip the first step as described above, a complainant should consult with the District's Compliance Officer who will direct the complainant to the appropriate process for resolution of the complaint. The District designates the following individual to act as the District's Compliance Officer:

Name: Theresa Christian, Superintendent
Phone #: (660) 463-7235
Email Address: tchristian@concordia.k12.mo.us

In the event the District's Compliance Officer is unavailable or is the subject of a report that would otherwise be made to the Compliance

Officer, reports should instead be directed to the alternative Compliance Officer:

Name: Amanda Reid, Activities Director
Phone #: (660) 463-2246
Email Address: areid@concordia.k12.mo.us

All complaints of violation of any law or a District policy or written rule will be promptly investigated by the District, and appropriate action will be taken. Complainants are strongly encouraged to provide their concerns in writing.

Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures

This guide explains how to file a complaint about any of the programs (Title I, A, B, C, D, II, III, IV.A, V) that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA).

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
General Information 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed?	
Complaints filed with LEA 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)?	Complaints filed with the Department 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?
Appeals 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)?	

1. 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.

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

Complaints can be filed with the LEA or with the Department.

4. 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.

5. 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.

6. How can a complaint be filed with the Department?

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

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

7. 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 compliant 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.

8. 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).

9. How will appeals to the Department be investigated?

The Department will initiate 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.

10. 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.

[Equal Opportunity and Prohibition against Harassment, Discrimination, and Retaliation C-130-S](#)

The District is committed to providing equal opportunity in all areas of

admission, recruiting, hiring, employment, retention, promotion, contracted services, and access to programs, services, activities, and facilities. The District strictly prohibits any unlawful discrimination or harassment against any person because of race, color, religion, disability, age, sex, gender, national origin, or any other characteristic protected by law. The District also prohibits retaliatory action, harassment, or discrimination against individuals who make complaints of, report, or otherwise participate in the investigation of any such unlawful discrimination, harassment, or retaliation. The District is an equal opportunity employer.

Anyone who believes that they have been discriminated against, harassed, and/or retaliated against in violation of this policy should report the alleged discrimination, harassment and/or retaliation to the District's Compliance Officer. The District designates the following individual to act as the District's Compliance Officer:

Name: Theresa Christian, Superintendent
Phone #: (660) 463-7235
Email Address: tchristian@concordia.k12.mo.us

In the event the District's Compliance Officer is unavailable or is the subject of a report that would otherwise be made to the Compliance Officer, reports should instead be directed to the alternative Compliance Officer:

Name: Amanda Reid, Activities Director
Phone #: (660) 463-2246
Email Address: areid@concordia.k12.mo.us

All employees, students, and visitors who have witnessed any incident or behavior that could constitute discrimination, harassment, or retaliation under this policy must immediately report such incident or behavior to the District's Compliance Officer for investigation.

All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken.

Title IX C-131-S

The District does not discriminate on the basis of sex in the education program or activity that it operates and is required by Title IX not to discriminate in such a manner. The requirement not to discriminate in the education program or activity extends to admissions and employment. Inquiries about the application of Title IX to the District may be referred to the Title IX Coordinator or Assistant Secretary for Civil Rights of the Department of Education, or both.

The District designates the following individual to serve as the

District's Title IX Coordinator:

Name: Tim Thompson, Elementary Principal
Address: 401 SW 4th Street, Concordia, MO 64020
Email Address: tthompson@concordia.k12.mo.us
Phone #: (660) 463-2261

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.

All employees, students, and visitors who have witnessed, heard about, or received a report about any incident or behavior that could constitute sexual harassment under this policy must immediately report such incident or behavior to the District's Title IX Coordinator for investigation. If the allegations are against the District's Title IX Coordinator, it must be immediately reported to the Superintendent, unless the Superintendent is also the Title IX Coordinator, then to the President of the Board of Education.

All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken.

Student Searches S-175-S

Desks, lockers, and other District property provided for student use are subject to periodic and random inspections without notice.

Student property may be searched based upon reasonable suspicion of a violation of school rules or law and an examination of facts, credible information, or reasonable inferences based upon the facts and circumstances. Searches will be conducted in the presence of an adult witness.

Students are allowed the privilege of parking on school premises. The District has the authority to monitor vehicles and the parking lots of its campuses. The interior of a student's vehicle may be searched if the administration has reasonable suspicion that the search will reveal evidence that the student has or is violating school rules and/or the law.

Law enforcement will be contacted if a search produces a controlled

substance, drug paraphernalia, weapons, stolen goods, or evidence of a crime.

Student Alcohol/Drug Abuse S-195-S

The District takes measures to foster a safe and drug-free learning environment that supports student engagement and development. Therefore, educational programs are provided to help students cultivate healthy lifestyles and age-appropriate drug awareness. All use, sale, transfer, distribution, possession, or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, or counterfeit substances on any District property, vehicles, or at District-sponsored events is strictly prohibited. Suspected or known violations of the District policy should be immediately reported to school authorities. Any incidents that violate this policy are subject to disciplinary action and notification to law enforcement. Any confiscated substances will be turned over to law enforcement.

In cases where it is necessary for a student to take prescription or over-the-counter medications during the school day, the medication must be documented by the nurse's office in accordance with written label directions and parental permission in compliance with District rules. (See the Handbook's section on Administration of Medication for more information.)

The possession or use of medical marijuana at school is prohibited. Students under the influence of medical marijuana may result in discipline. If you have questions or want to discuss the use of medical marijuana, please contact the building principal.

Any drug/alcohol offense may result in one or more of the following: Administrator/Student conference, detention, in-school suspension, 1-180 days out-of school suspension or expulsion, restitution if appropriate, loss of privileges including, but not limited to: confiscation of the contraband item, loss of parking privileges, loss of technology privileges, and referral to law enforcement. (See the Handbook's section on Student Discipline for more information.)

Weapons in School S-200-S

The District strictly prohibits unauthorized possession or use of weapons on District property, at District-sponsored activities, either on- or off-campus, and District transportation. Weapons will be confiscated and reported to law enforcement authorities.

Examples of prohibited weapons may include, but are not limited to, blackjack, concealable firearm, explosive weapon, firearm, firearm silencer, gas gun, knife, machine gun, knuckles, projectile weapon, rifle,

shotgun, spring gun, switchblade or any knife, mace spray, or any other items customarily used, or which can be used, to inflict injury upon another person or property.

By law, a student who brings a weapon prohibited by law on school property will be expelled or suspended from school for not less than one calendar year and referred to law enforcement. The expulsion or suspension may be modified on a case-by-case basis upon the recommendation of the Superintendent to the Board. Other provisions of the discipline code related to the offense may be applied in addition to the consequences required by law. Students with disabilities who violate this policy will be reviewed under the provisions of the Individuals with Disabilities Act (IDEA) and/or Section 504 of the Rehabilitation Act.

Instruction

Assessment Program I-195-S

All students will participate in the required, statewide screening and assessment program or an alternative assessment as determined by a student's Individual Education Plan (IEP). The District will comply with all assessment requirements for students with disabilities. The District has a written assessment plan, which is updated and posted annually on the District's website. The assessment plan is as follows:

The Missouri Assessment Program (MAP) will be administered to grades three through eight in Communication Arts and Math each spring, usually in April. The MAP Science test will be administered to fifth and eighth grade as well. The NWEA Assessment will be administered to students in kindergarten through grade two, three times each year. A reading assessment will be given to students in the fall and the spring to determine reading levels. A writing assessment will be given to all students in the fall and the spring. All High School students will participate in the required End of Course Exams: Algebra I, English II, Biology, and Government.

Reading Levels and State-Mandated Retention

Second/Third Grade Students

Second and third grade students will be administered a reading assessment within forty five (45) days prior to the end of the school year.

If this assessment indicates that the student is reading at least one year below grade level, the District will design and implement a reading improvement plan for the student's next year. The reading improvement plan must include a minimum of thirty (30) hours of additional reading instruction or practice outside the regular school day during the next year. In addition, the District may require the student to attend summer school for reading instruction as a condition of promotion.

Reading Success Plans

Each fall, the District will assess all students' reading level to comply with SB681. For students who measure more than one grade level below their current grade level, a Reading Success Plan will be developed and implemented by the District.

If this assessment reveals that the student is reading below a third grade level, the student shall be required to attend summer school to receive supplemental reading instruction. At the conclusion of summer school, the student shall be given another reading assessment. If the student is still reading below a third grade level, the student shall not be promoted to fifth grade.

Students shall not be retained more than once on the basis of their inability to satisfy the third grade or fourth grade reading standards. However, the District may, at its discretion, retain any student with a reading improvement plan who has not completed a summer program for supplemental reading instruction.

Fifth and Sixth Grade Students

The reading assessment process shall be repeated on a yearly basis through the end of students' sixth grade years, accompanied by a corresponding increase in the required reading level.

The reading assessment process will also be applied to students who initially enter the District in grades four, five or six, and who have been determined to be reading below grade level.

The permanent record of a student who is determined to be reading below the fifth grade level at the end of the sixth grade shall carry a notation stating that the student has been unable to meet the minimum reading standards. That notation will be removed from the student's record once the District determines that he or she has met the standards.

Exceptions from Reading Level Retention

The following students are exempt from the reading assessments:

1. Students receiving special education services under an Individualized Education Program (IEP) pursuant to §162.670, RSMO.
2. Students who are receiving special education services pursuant to Section 504, whose service plan includes an element addressing reading.
3. Students who have limited English proficiency.
4. Students who have insufficient cognitive ability to meet the reading requirements. However, a reading improvement plan shall be provided for these students in accordance with law.

Appeal of Retention Decisions

The parent/guardian who wishes to appeal a decision regarding a

student's retention must first contact the building principal. If parents/guardians do not accept the decision at the building level, an appeal may be made in writing to the Superintendent. All appeals must be requested within two (2) weeks after the close of school.

Teaching About Human Sexuality I-120-S

Students will be provided instruction regarding human sexuality that is appropriate for students' age and gender. Students in 6th grade through 12th grade will be provided training regarding sexual abuse that is trauma-informed and developmentally appropriate. District Policy provides information about the requirements related to content.

Parents/guardians have the right to remove their student from any part of human sexuality instruction or sexual abuse training. All curriculum materials used in the District's human sexuality instruction and sexual abuse training are available for review prior to its use in instruction.

Section 504 I-125-S

The District is required to undertake measures to identify and locate every qualified disabled person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parents or guardians of the District's duty.

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

The District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed in the office of the Director of Special Services/504 Coordinator, Mercedes Balke, mbalke@concordia.k12.mo.us (660) 463- 2246,.. Alternative times are available by request.

This notice will be provided in native languages as appropriate.

Special Education I-125-S

The District is required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the District, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The District provides a free, appropriate public

education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

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

Parents/guardians may inspect or review personally identifiable information collected, used, or maintained by the District for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities. Parents/guardians may request an amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents/guardians may file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the District to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA).

This plan may be reviewed during the school day when school is in session in the office of the Director of Special Services/504 Coordinator, Mercedes Balke, mbalke@concordia.k12.mo.us (660) 463- 2246,. Alternative times are available by request.

This notice will be provided in native languages as appropriate.

Virtual/Online Courses I-160-S

The District offers online classes for students for acceleration, credit recovery, and options for students who need flexible schedules. The courses are taught by Missouri teachers, are aligned with the Missouri State Learning Standards, and follow the same semester calendar as face-to-face classes. The Missouri Course Access and Virtual School Program (MOCAP) offers virtual online courses for students statewide. When planning for their schedule, students may inquire if this option is in their best educational interest. Students residing within the District who are under the age of 21 and in grades Kindergarten through twelve

may be eligible to enroll in MOCAP and other virtual courses. The requirements for the enrollment and approval process are outlined in District Policy. Students whose educational interests are best served through on-line options may take up to six credits per semester.

For more information regarding online courses, consult the secondary course catalog and/or speak with your school counselor. Additional information about resources and processes may be accessed on the District's website at

<https://www.concordia.k12.mo.us/vnews/display.v/SEC/CHS%7CSchool%20Information%3E%3EMOCAP> and District Policy.

Technology F-265-S

Policy on Student Display or Use of Electronic Personal Communications Devices

For purposes of this policy, an "electronic personal communications device" means a portable device used to initiate, receive, store, or view communication, information, images, or data electronically.

This includes, but is not limited to, mobile phones, personal tablets, smartwatches, personal laptops, handheld gaming devices, meta/AI glasses, and earbuds/headphones connected to these devices.

The school is not responsible if devices brought by the student are lost, stolen, or broken.

Prohibited Display or Use

Students are prohibited from displaying or using electronic personal communications devices from the beginning of the school day until the end of the school day.

Disciplinary Procedures

Violations of this policy shall result in disciplinary measures consistent with the District's student code of conduct. Disciplinary action may include the following:

Cell phones and other items that are used inappropriately will be turned over to the principal. The item will be returned to the student after the first offense. The item will be returned to the parent after the second offense. Suspension may occur after the third offense.

Exceptions

Display or use of an electronic personal communications device shall be permitted if required under:

- An Individualized Education Program (IEP)
- A Section 504 Plan
- An Individualized Emergency Health Care Plan or Individualized Health Care Plan (under §167.625 RSMo)
- The Americans with Disabilities Act (ADA), as amended
- The Rehabilitation Act of 1973, as amended
- The Civil Rights Act of 1964
- The Equal Educational Opportunities Act of 1974 for English language learners

Use of electronic devices are also allowed under the following conditions:

- In case of an emergency, a serious, unexpected, and dangerous situation that requires immediate action. This includes but not limited to the following: an active fire, active tornado or earthquake, active shooter, evacuation of school grounds, a medical emergency, or any other serious, unexpected, and dangerous situation that requires immediate action.
- For educational purposes, when explicitly authorized by a teacher or school official pursuant to this policy. Students enrolled and participating in a dual course administered in partnership with an institution of higher education may access their electronic communication device for the purpose of completing a two-step authentication for access to course materials. The student may not access their device at any other time during the classroom period.

Student use of the school network is controlled by the District's Acceptable Use Policy. If a student needs access to the school network, they can fill out a form and get permission from the HS office or Technology Coordinator.

Technology Devices and Acceptable Use Policy

Concordia R-2 School's intentions for publishing an Acceptable Use Policy are not to impose restrictions that are contrary to Concordia R-2 School's established culture of openness, trust and integrity. We are committed to protecting Concordia R-2 School Staff and Students and the School District from illegal or damaging actions by individuals, either knowingly or unknowingly.

Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and FTP, are the property of Concordia R-2 Schools.

These systems are to be used for school purposes in serving the interests of the school District, and of our staff and students in the course of normal operations.

Effective security is a team effort involving the participation and support of every Concordia R-2 staff and students who deal with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

The purpose of this policy is to outline the acceptable use of computer equipment at Concordia R-2 Schools. These rules are in place to protect students, employees, and Concordia R-2 Schools. Inappropriate use exposes the District and users to risks including virus attacks, compromise of network systems and services, and legal issues.

This policy applies to the use of information, electronic and computing devices, and network resources to conduct Concordia R-2 Schools day to day operations with internal networks and systems, whether owned or leased by Concordia R-2 School the employee, or a third party. All staff and students of Concordia R-2 Schools are responsible for exercising good judgment regarding appropriate use of information, electronic devices, and network resources in accordance with Concordia R-2 School policies and standards, and local laws and regulation. Exceptions to this policy are documented below.

This policy applies to Staff and Students at Concordia R-2 Schools, this policy applies to all equipment that is owned or leased by Concordia R-2 School.

General Use and Ownership

- Concordia R-2 School's proprietary information stored on electronic and computing devices, whether owned or leased by Concordia R-2 School, the student or a third party, remains the sole property of Concordia R-2 School. You must ensure through legal or technical means that proprietary information is protected.
- You have a responsibility to promptly report the theft, loss or unauthorized disclosure of Concordia R-2 School proprietary information.
- You may access, use or share Concordia R-2 School proprietary information only to the extent it is authorized and necessary to fulfill your assigned job duties.
- Students are responsible for exercising good judgment regarding the reasonableness of personal use. Individual departments are

responsible for creating guidelines concerning personal use of Internet/Intranet/Extranet systems. In the absence of such policies, students should be guided by District policies on personal use, and if there is any uncertainty, students should consult their Principal, Counselor, Superintendent, or Technology Department.

- For security and network maintenance purposes, authorized individuals within Concordia R-2 School may monitor equipment, systems, and network traffic at any time.
- Concordia R-2 School reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

Security and Proprietary Information

- All mobile and computing devices that connect to the internal network must comply with the *Remote Access Policy*.
- System level and user level passwords must comply with the *Password Policy*. Providing access to another individual, either deliberately or through failure to secure its access, is prohibited.
- All computing devices must be secured with a password-protected screensaver with the automatic activation feature set to 10 minutes or less. You must lock the screen or log off when the device is unattended.
- Students must use extreme caution when opening e-mail attachments received from unknown senders, which may contain malware.

Unacceptable Use

The following activities are, in general, prohibited. Under no circumstances is a student of Concordia R-2 School authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing Concordia R-2 School owned resources. The lists below are by no means exhaustive, but attempt to provide a framework for activities which fall into the category of unacceptable use.

System and Network Activities

The following activities are strictly prohibited, with no exceptions:

1. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by Concordia R-2 School.
2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which Concordia R-2 School or the end user does not have an active license is strictly prohibited.
3. Accessing data, a server or an account for any purpose other than

conducting Concordia R-2 School business, even if you have authorized access, is prohibited. 4. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.

4. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
5. Revealing your account password to others or allowing use of your account by others. This includes family and other household members when school work is being done at home.
6. Using a Concordia R-2 School computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
7. Making fraudulent offers of products, items, or services originating from any Concordia R-2 School account.
8. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the staff or student is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
9. Port scanning or security scanning is expressly prohibited.
10. Executing any form of network monitoring which will intercept data not intended for the student's host.
11. Circumventing user authentication or security of any host, network or account.
12. Introducing honeypots, honeynets, or similar technology on the Concordia R-2 School network.
13. Interfering with or denying service to any user other than the staff or students host (for example, denial of service attack).
14. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.
15. Providing information about, or lists of, Concordia R-2 School employees or students to parties outside Concordia R-2 School.

Email and Communication Activities

When using District resources to access and use the Internet, users must realize they represent the District. Whenever students state an affiliation to the District, they must also clearly indicate that "the opinions expressed are my own and not necessarily those of the District". Questions may be addressed to the IT Department.

1. Sending unsolicited email messages, including the sending of "junk

mail" or other advertising material to individuals who did not specifically request such material (email spam).

2. Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages.
3. Unauthorized use, or forging, of email header information.
4. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
5. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.
6. Use of unsolicited email originating from within Concordia R-2 School networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by Concordia R-2 School or connected via Concordia R-2 School network.
7. Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).

Blogging and Social Media

1. Blogging or posting on social media by students, whether using Concordia R-2 School property and systems or personal computer systems, is also subject to the terms and restrictions set forth in this Policy. Limited and occasional use of Concordia R-2 School systems to engage in blogging is acceptable, provided that it is done in a professional and responsible manner, does not otherwise violate Concordia R-2 School policy, is not detrimental to Concordia R-2 School best interests, and does not interfere with staff or students' regular duties. Blogging/social media posts from Concordia R-2 School systems is also subject to monitoring.
2. Students shall not engage in any blogging or social media that may harm or tarnish the image, reputation and/or goodwill of Concordia R-2 School and/or any of its staff or students. Staff and Students are also prohibited from making any discriminatory, disparaging, defamatory or harassing comments when blogging, posting, or otherwise engaging in any conduct prohibited by Concordia R-2 School.
3. Apart from following all laws pertaining to the handling and disclosure of copyrighted or export controlled materials, Concordia R-2 School trademarks, logos and any other Concordia R-2 School intellectual property may also not be used in connection with any blogging/social media activity.

Compliance Measurement

The Concordia R-2 School will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback to the policy owner. Any exception to the policy must be approved by Concordia R-2 School in advance. An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Related Standards, Policies and Processes

Password Policy

Passwords are a critical component of information security. Passwords serve to protect user accounts; however, a poorly constructed password may result in the compromise of individual systems, data, or network. This guideline provides best practices for creating secure passwords.

This guideline applies to all students of the Concordia R-2 School District. This guideline applies to all passwords including but not limited to user level accounts, system-level accounts, web accounts, e-mail accounts, screen saver protection, voicemail, and local router logins.

Strong passwords are long, the more characters you have the stronger the password. We recommend a minimum of 15 characters in your password. In addition, we highly encourage the use of passphrases, passwords made up of multiple words. Examples include “*It’s time for vacation*” or “*block-curious-sunny-leaves*” or at least 15 characters using upper-case, lower-case, numbers, and special characters. Passphrases are both easy to remember and type, yet meet the strength requirements. Poor, or weak, passwords have the following characteristics:

- Contain fourteen characters or less.
- Contain personal information such as birthdates, addresses, phone numbers, or names of family members, pets, friends, and fantasy characters.
- Contain number patterns such as aaabbb, qwerty, zyxwvuts, or 123321
- Are some version of “Welcome123” “Password123” “Changeme123”

Whenever possible, also enable the use of multi-factor authentication. Passwords should also be different from personal passwords, do not use the same password for multiple accounts.

The Technology Director will verify compliance with this policy through various methods, including but not limited to, periodic walk-thrus, video monitoring, business tool reports, internal and external audits, and feedback to the policy owner.

Any exception to the policy must be approved by the Concordia R-2 School in advance.

Any individual found to have violated this policy may be subject to disciplinary action, up to and including loss of technology privileges as well as other disciplinary consequences depending upon the actions taken by the student.

Remote Access Policy

Remote desktop software, also known as VPN\remote access tools, provide a way for staff to work computer systems from home, and vice versa. Examples of such software include LogMeIn, GoToMyPC, VNC (Virtual Network Computing), and Windows Remote Desktop (RDP). While these tools can save significant time and money by eliminating travel and enabling collaboration, they also provide a back door into the Concordia R-2 School network that can be used for theft of, unauthorized access to, or destruction of assets. As a result, only approved, monitored, and properly controlled remote access tools may be used on Concordia R-2 School computer systems.

This policy applies to all remote access where either end of the communication terminates at a Concordia R-2 School computer asset.

All remote access tools used to communicate between Concordia R-2 School assets and other systems must comply with the following policy requirements.

Concordia R-2 School provides mechanisms to collaborate between internal users, with external partners, and from non-Concordia R-2 School systems. Because proper configuration is important for secure use of these tools, mandatory configuration procedures are done by the Technology Department.

The approved software list may change at any time, but the following requirements will be used for selecting approved products:

- A. All remote access tools or systems that allow communication to Concordia R-2 School resources from the Internet or external systems must require multi-factor authentication that require an additional PIN or password.
- B. The authentication database source must be Active Directory or LDAP, and the authentication protocol must involve a challenge-response protocol that is not susceptible to replay attacks. The remote access tool must mutually authenticate both ends of the session.
- C. Remote access tools must support strong, end-to-end encryption of the remote access communication channels as specified in the Concordia R-2 School network encryption protocols policy.
- D. All Concordia R-2 School antivirus, data loss prevention, and other security systems must not be disabled, interfered with, or circumvented in any way.

Appropriate Use Policy/Bring Your Own Device Policy

Students and staff are required to have a signed AUP policy on file to be allowed access to school technology and access through the school network to the internet. Only students with prior principal approval and parent permission through the BYOD permission form will be allowed to

bring devices to school. Students who violate any technology expectations will lose the privilege of bringing their own device.

Building Information

Bicycles and Other Student Transportation

Students may ride bicycles to school as long as the parents approve. The District will not accept responsibility for the safety of the bicycles. Locks are recommended as a safety precaution. Students may park their bikes in the bike racks provided. Bikes must be parked the entire school day. Students riding bikes to school are required to immediately park the bicycles in the racks and go into the school building. Bicycles are not to be ridden until the end of the school day.

Communications Between School and Home

It is very important that parents and the school keep an open line of communication. We will do our best to keep parents informed of their child's progress and needs at school through daily agendas (elementary students), Parent Portal, email and telephone communications.

Custodial/Non-Custodial Parent Rights and Responsibilities

When parents of a student are separated, involved in divorce proceedings, or are divorced, the building principal will respect the rights of both parents equally except when a court order exists concerning special restrictions. The District will not be involved in mediating custody disputes.

Parent rights include access to student records and school mailings, attendance at parent/teacher conferences and Individual Educational Program (IEP) meetings.

Damaged or Lost Books

Textbooks are furnished free of charge. School property lost or damaged becomes the responsibility of the student and family.

1. If books are lost, students will pay the original cost.
2. If the books are damaged, depreciation is scheduled at 20% per year. All books being used 5 years or longer will retain 20% of their original value because of the cost of replacement.
3. A shipping and handling fee of \$5 will be added to the cost.

Money

Students should not bring money to school unless it is for lunch or a school activity. The risk of lost money is always present.

Home Portal

Parents of students in grades two through six may have access to the Home Portal. This access is delivered through the Internet and allows

parents to see student grades for individual assignments, attendance and discipline information. All parents are issued a user id and password. The user id and passwords do not expire.

School Pictures

Elementary student pictures are taken each fall and spring. A picture of each child is needed to use in the office for identification and for permanent records. All children should have pictures taken, but no parent is required to purchase pictures. A yearbook is available for purchase in the spring.

Grading and Reporting System

Elementary Grade Reports and Updates

All students' official Progress Reports will be given to parents at Parent Teacher Conferences at the end of the first quarter. Other official Progress Reports will be sent home with students at the end of the second, third and last quarters. Parents of students in grades two through six will also receive periodic grade checks throughout the school year. Students in kindergarten and first grade will receive mid-term reports.

Grades entered into the grade book for each class will reflect assessments and assignments completed. Homework may be assigned by classroom teachers and is required to be completed. Grades may be assigned for homework as designated by the teacher.

Students in Four-Year-Old Preschool, Kindergarten and First grades will receive a Quarterly Report based on standards for each subject area. The student's level of mastery of each standard will be reported using the following scale:

- 4=Advanced: Exceeds grade level expectations
- 3=Proficient: Meets grade level expectations
- 2=Basic: Nearing grade level expectations
- 1=Below Basic: Below grade level expectations

Grades 2-6:

A+ 100%	C+ 77-79%
A 95-99%	C 73-76%
A- 90-94%	C- 70-72%
B+ 87-89%	D+ 67-69%
B 83-86%	D 63-66%
B- 80-82%	D- 60-62%
	F 59-0%

Summer School

Students may be given an opportunity to make up some of their missing

credits in summer school. The number of credits a student may earn each summer will be determined based on the number of hours summer school is in session. Typically, a student will be able to earn no more than 1 credit during summer school. To earn their credit a student must: 1) Have 95% attendance during summer school, 2) Earn a 80% in their credit recovery class, or successfully complete the assigned online credit recovery program. If either one of these 2 expectations are not met, a student may not earn credit for summer school. The administration reserves the right to waive any of the above for special circumstances.

Honor Roll

There are two Honor Rolls Concordia Elementary. The “A” Honor Roll indicates the student has received at least an A- average. Maintaining a B average attains “B” Honor Roll status. A list of Honor Roll students will be published in the local paper each semester. To be on either Honor Roll, a student can have no failing grades.

Parent-Teacher Conferences

At the end of the first quarter, Parent-Teacher Conferences will be held. Parents have the opportunity to schedule an appointment with the teacher. The first quarter grade report will be available during the conference. Parents are encouraged to contact teachers and schedule additional parent-teacher conferences if needed.

Payments to the District

All payments to the District for meals and tuition should be made out to Concordia R-2.

Phone Calls

Parents should not text or call students on their cell phones during class time. Students will not be called from class to answer phone calls. Office personnel will deliver messages. Teachers cannot answer parent calls when in class.

Transportation Guidelines

Please refer to the transportation sections for information.

Elementary Extra-Curricular Activities and Clubs I-210-S

Students are representing our school and community when participating in extracurricular and out-of-school activities, whether at home or away. That is why it is important that we stress and expect neat appearance, proper behavior and good sportsmanship from our students. Sports and other after-school activities play an important part of the education of our children. These include, but are not limited to Basketball, Cheerleading, Honor Choir, Math Club, and Student Council. If handled

correctly, the program can help our students grow, especially if we hold them responsible for their actions as participants, as students, and as young citizens.

We expect a lot from our students and these young people will need to do their best in extracurricular and out-of-school activities and in school. They must perform well in the classroom before they achieve the privilege of participating in extracurricular activities.

The following guidelines will be used to determine whether or not your child may participate:

1. The student must be enrolled and regularly attend school.
2. No "F"s in any subject.
3. The student must maintain an average grade of C.

Grades will be reviewed at posted intervals to determine whether the student is eligible or ineligible to participate. Student athletes and parents must sign a code of conduct to participate in all activities.

Based on recent legislation passed (§ 167.790, RSMo), homeschool students, full-time equivalent virtual students, and family paced education school students can participate, contingent upon the successful completion of a tryout if applicable, in any event or activity offered by the District, as defined by law, in which the student resides. This includes athletics and fine arts activities, or other activities related to these. The District may require participation in components of instruction required for participation in certain activities. The District's disciplinary policies and Student Code of Conduct will apply to all students in these activities and all students must meet the same academic, physical, and financial requirements. Due to the timing of this legislation passing and printing of this material, there may be additional MSHSAA requirements in place the District must comply with as well.

School Cancellations and/or Early Dismissal

The early dismissal section of the enrollment form should be completed for each student each school year to inform the staff where the student is to go if school is dismissed early. If there is any uncertainty as to the student's early dismissal destination, the child will remain at school until a responsible adult can be notified.

School will be closed when weather conditions are such that buses are unable to run safely. Announcements will be made through Text-Me Concordia to notify students and parents/guardians. You can sign up for text messages and/or emails on our website. Announcements will also be made on: KMMO 1250 AM, KMMO 102.9 FM, 100.7 FM, Channel 4 WDAF, Channel 5 KCTV, Channel 41 KSHB, and Channel 9 KMBC. Please

do not call the administration or radio/TV stations for this information.

Arrival and Dismissal Procedures S-165-S

The school building opens at 7:45 am. Students that arrive on buses or who plan to eat breakfast at school may arrive beginning at 7:45 am. All students will report directly to the gym after 7:45 am. Morning announcements begin at 8:05 am and school begins at 8:15 am. Students arriving after 8:15 am must report to the office.

When the school day ends, children are expected to leave school immediately. Parents may pick up their children early in front of the school. Car riders will be regularly dismissed from the East doors. Elementary students are not permitted to go home with other students for the night, unless we have been notified and there is a note from the parent.

During the day, students may leave the building only with the principal's and the parent's permission. Once at school, students are required to remain until dismissed. Leaving the building without permission may result in disciplinary consequences.

If your child needs to leave school during the day, please call the school office. State the reason you wish to take the child from school, the time you wish the student to leave and who will pick up the student. Parents may also send a note with the student with this information. For elementary students, the note should be given to the classroom teacher, who will turn it into the school office and notify other teachers involved with the student.

Parents must report to the school office and sign a dismissal record when they take their child from school.

A note or a phone call to the office from the parent is required if a child is to leave school other than in the ordinary way. If the child does not present a note from the parent, he/she will be sent home the usual way.

Class Schedules/Bell Schedules

Preschool Hours

The preschool will be held according to the times and dates as follows:

- Pre-kindergarten & 4 year olds- M-F from 8:15 to 3:10 p.m.

Elementary Daily Schedule

7:45 A.M. Building is open for students eating breakfast

8:05 A.M. Students not eating breakfast should arrive/Breakfast ends 8:10 A.M. School begins

10:55 A.M. First Lunch Shift (3-4)

11:25 A.M. Second Lunch Shift (K-1)

11:55 A.M. Third Lunch Shift (5-6)

12:25 P.M. Fourth Lunch Shift (2)

3:15 P.M. Dismissal for Bus Riders

Buses load on the west parking lot

3:15 P.M. Dismissal for Car Riders through the east doors for loading into vehicles

3:25 P.M. Walkers are released from the east door after all car riders have been picked up and the vehicles have left the drive

Deliveries

Items for students such as birthday balloons and gifts will be kept in the office and will be delivered at the end of the day.

CES Parties/Celebrations

Parents may be invited to become involved in classroom activities. Each teacher has the discretion to use parent help or not. Parents involved in room parties are required to enter through the front doors and sign in at the office. There will be three classroom parties: Halloween, Christmas, and Valentine's Day. Students are allowed to bring birthday treats. We *encourage parents who send treats to school to send healthy* treats for classroom parties and birthdays. Treats are to be distributed at the end of the day. Students are welcome to distribute party invitations to parties outside of school time as long as they extend the invitation to everyone in the class.

Lost and Found

Elementary students should take items they find that do not belong to them to the Lost and Found by the cafeteria. To help eliminate confusion, children's coats, sweaters, book bags, ball gloves, caps, etc. should be marked with the student's name for identification. Such markings will increase the chance of children finding lost items. Lost articles found in the elementary building will be kept for two months, and then they will be given to charity or discarded.

Registration and Enrollment

Registration will be held each spring for the ensuing school year. This information will be used to determine class offerings. For more information, call the school office at 463-2246.

Supply Lists

A supply list is available from the teacher and on the school website. Local stores also have copies of the list.

Emergency and Safety Procedures

Fire, tornado, earthquake and intruder drills are held regularly throughout the school year and appropriate instructions are provided in each class.

Storm warnings will be announced over the intercom. All classes will be going to the basement area of the school, the girls and boys locker room. All classes will follow the routes posted in the respective classrooms in an orderly manner. Students will take instructions from the designated person when arriving at the locker room.

The fire alarm will sound to signal a fire drill or fire. Leave everything and file out of the room in an orderly manner. Walk to the nearest exit and continue until all students have reached the designated area for your class on the football field. Directions to the nearest exit are posted in each classroom. In the absence of alarms, three short blasts from the boat horn will be used.

Building Specific Information for Concordia Preschool Organization

Preschool meets in classroom number 26 of the Concordia Elementary School. The optimum number of three-year-olds in a classroom is 8 to 10. The optimum number of four-year-olds in a classroom is 10-12. In addition to the teacher and children, there is a paraprofessional for each session.

Registration

Children must be four by August 1 to attend the four-year-old session. The registration forms can be picked up at the Concordia Elementary School office.

Fees

A nonrefundable registration fee of \$20.00 is required at the time the application is accepted. The registration fee is used for large equipment, and any other permanent equipment needed.

The monthly tuition fee for the preschool of \$150.00 (full day) or \$75.00 (half day) is payable on the first day of each month. (If the first day of the month falls on a Saturday or Sunday, the fee is due on the Monday following that day.) This fee should be given to the teacher or to the office at the Elementary School or mailed to Concordia R-2 Schools, 117 W. 11th Street, P.O. Box 879, Concordia, MO 64020-0879. (PLEASE NOTE: You will pay for the month of August in the month of May.) In addition, monthly fees may be paid by the semester or by the year. The tuition fee checks need to be paid by a separate check than milk money or lunch money since the money needs to be kept in separate accounts.

Please remember to pay your fees in a timely manner. We will send a reminder note home with your child the week before the fee is due.

Monthly fees are to save space for your child and to operate the program. If you know your child is going to be absent, please call the office at 463-2261.

Making Payments to CES

All payments to CES for meals and tuition should be made out to Concordia R-2.

Other Requirements

Students who enter the Concordia Elementary Preschool should be able to use the toilet facilities on their own.

Show and Tell

The children are expected to bring one item from home to show and tell. A show and tell schedule will be sent home with your child in August. The four-year olds will have show and tell on Wednesdays only. Your child should bring one item that begins with the letter of the alphabet that we are studying.

Handwriting

Children are encouraged to hold their pencil with the thumb and index finger. Please help them to hold their pencil that way at home also. We encourage and model using the Handwriting Without Tears handwriting method.

Refreshments

Parents will be scheduled to provide a small snack for the children at school. A schedule will be completed so that a parent will know in advance and will have to bring a snack only once every six weeks. A small snack such as one cookie for each child, a handful of cereal or a cracker for each child is sufficient.

Parents wishing to celebrate your child's birthday at preschool can send special treats for snack time.

To prepare them for kindergarten, the children purchase milk to drink with their snacks.

We teach them how to open their milk cartons. Milk prices are set by the Board of Education each year. Preferably, you will pay for the milk by the week or the month. **If you write a check for milk, please include it on a check separate than the monthly tuition fees.** (If your child is allergic to milk or has been sick and needs to drink juice, please write a note or phone me and we will provide juice for the same amount of money that particular day.)

Toys

Parents are expected to discourage your child from bringing toys to preschool for play purposes. Your child can bring a toy for share time. During this time your child will be encouraged to share something about that toy. They may want to tell about who gave them the toy, where they bought the toy, or why they like to play with that toy.

Field Trips

Field trips will be limited to occasional short walks in the neighborhood of the school.

Conferences

An informal progress report will be given at the end of each month. At the end of the first quarter individual parent conferences will be held by appointment with any parent who requests them. Special appointments for consultations may be made at other times throughout the school year.

Building Specific Information for Concordia Elementary School

Admission General Policy

Children must have reached their 5th birthday by August 1 to be eligible for kindergarten, and their 6th birthday by August 1 to be eligible for first grade, unless they have successfully completed kindergarten requirements under different policies in another state.

All students entering CES for the first time must furnish evidence of previous work completed. Students from a non-graded school or who have been home educated may be required to take a standardized achievement test. Grade placement will be determined by the results of that test. Students must furnish a birth certificate, immunization records and proof of residence.

Field Trips

Field trips are extensions of the curriculum at CES. Grade levels and/or classrooms may take a field trip each year. Students are welcome to attend these trips as long as their behavior meets classroom guidelines for respectful, responsible and safe behavior throughout the year. The classroom teacher and administrator may make a decision that prohibits some students from attending field trips based on behavior and attendance.

Parent Teacher Organization

The Parent Teacher Organization (PTO) at CES supports the educational mission of our school. Meetings are held four times a year.

Promotion and Retention

1. Students will be promoted to the next grade level if they are meeting grade level expectations as identified by local and State Department of Education core subject objectives.
2. Double promotions," that is, acceleration beyond the normal grade placement, may be approvable for students who are working at an academic level of more than a year above placement and are sufficiently mature, socially and emotionally, to work with students of the advanced grade. The parent/guardian, teachers and administrators must agree that it is in the best interest of the student under consideration.
3. A list of those students who are not meeting grade level objectives in reading, language arts or mathematics will be given to the building principal by the October, January and March reporting periods. With respect to any student who is reported as not meeting grade level objectives in reading, language arts, mathematics, Science or Social Studies:
 - a. The teacher, principal and counselor will meet to review the student's academic record, current test scores and work samples.
 - b. The parent/guardian will be notified as soon after the

review as possible that retention is being considered. A meeting with the parent/guardian will be scheduled. The parent/guardian will be informed that the student is not meeting grade level objectives and will be retained in the same grade unless there is positive improvement in the student's work.

- c. A follow-up conference for the parent/guardian will be scheduled with the principal or the principal's designee to review the student's progress.
- d. An academic program including remediation will be offered to the student.

4. In recommending promotion or retention, these factors will be considered:

- a. Academic achievement in all subject areas, (especially attainment of grade level objectives) as determined by tests, teacher assignments and work samples.
- b. Chronological age.
- c. Study habits.
- d. Attendance.
- e. Social and emotional maturity.
- f. State-mandated retention requirements for primary/middle school students.

The decision for retention will be made by the principal and the classroom teacher in accordance with the above-referenced factors, and written notification of retention will be sent to the parent/guardian.

Recess/Playground Policies

Recess is a natural and beneficial outlet for students during the course of the day. The school provides a modern playground and all necessary equipment for student use. There are times that recess will occur outside (playground and/or field), inside the gym or in the classroom.

As a part of our Active & Healthy School Program, students may sign up for specific activities during the allotted time. Students should wear appropriate footwear for activities in PE class and for recess. Flip flops, or other backless footwear are not to be worn for recess or PE class. The following are expectations that we have for students at recess:

- Students can be Respectful at recess by:
 - Playing fair
 - Being a good sport
- Students can be Responsible at recess by:
 - Lining up when the whistle blows
 - Being a problem solver
- Students can be Safe at recess by:
- Using equipment appropriately
- Using safe hand (keeping hands, feet and other objects to yourself)

Recess Participation

Children are expected to participate. A note is required for a child if the child is not to participate in recess.

Recess: Weather Conditions Limiting

Students will go outside for recess every day, weather permitting. The children do not go outside if it is raining, bitter cold, and in some cases, snowing. Please send your child with proper attire for existing weather conditions. His/her classroom teacher will see to it that he/she dresses the way you sent him/her to school.

Volunteering at Concordia Elementary School

Parents and patrons are encouraged to become involved at CES by volunteering. Please contact the office for details. Background checks are necessary for all volunteers at CES. Information about background checks is available at the Central Administrative Office (204 SW 11th Street) or by calling (660) 463-7235.

How can parents help their child succeed in school?

1. Show and interest in their school day.
 - a. Ask questions-be specific: For example, ask your child what the class is studying and what your child did at recess.
2. Get to know your child's school.
 - a. Attend school events.
 - b. Join parent teacher organizations.
 - c. Visit the classroom.
 - d. Attend parent-teacher conferences.
3. Share a love of learning.
 - a. Set good examples. Let your child see you read newspapers, magazines or books. Write letters, grocery lists or a diary. Use math to prepare budgets, compare prices, etc.
 - b. Read to your child.
 - c. Talk about the story as you read. Ask your child what will happen next or how he/she the character(s) feel, etc.
 - d. Visit your public library together.
 - e. Help your child pick books to read just for fun.
 - f. Limit T.V. time.
 - g. Have your child choose programs by reading the program guide-not by switching channels. Watch T.V. with your child and discuss programs afterward.
 - h. Ask to see schoolwork and projects.
 - i. Don't criticize the work or compare it to another child's-just show your interest. Talk about school in a positive way.
 - j. Praise efforts and improvements.
 - k. Praise your student no matter how small it may seem.

Student Responsibilities

I, as a student, will share the responsibility to improve my academic performance and will:

- Attend school every day possible.
- Be Respectful, Responsible and Safe following our School-wide PBS Guidelines.
- Do my homework every day and ask for help when I need it.
- Read at least 15 minutes every day outside of school time, and

- Give all notes and information from my school to my parents daily.

Parent Suggestions

I, as a parent, will support my child's learning in the following ways:

- Make sure the child is in school every day possible.
- Listen to my child read daily.
- Praise my child's efforts.
- Check to see that homework is completed.
- Monitor the amount of television that is watched/video games played.
- Visit my child's classroom.
- Volunteer in my child's classroom or school.
- Be aware of my child's extracurricular time and activities.
- Stay informed about my child's education by reading all communications from the school and responding appropriately.
- Insist that my student accepts responsibility for his/her own learning and conduct.
- Reinforce academic excellence with my child.
- Provide a quiet time and appropriate place at home for study and reading.

School Responsibilities

Concordia Elementary School teachers and staff will:

- Provide high quality curriculum and instruction in a supportive and effective learning environment that enables participating children to meet the Grade Level Expectations as follows:
 - Provide books for reading at home,
 - Retain highly qualified principals and teachers,
 - Provide instruction, materials and high quality professional development which incorporates the latest research, and
 - Maintain a safe and positive school climate.
- Hold annual parent/teacher conferences to:
 - Discuss your child's progress and grades during the first quarter,
 - Discuss this compact as it relates to your child's achievement, and
 - Examine the child's achievement and any pending options at the end of the third quarter.
- Provide parents with frequent reports on their child's progress as follows:
 - Weekly newsletters from the school,
 - Weekly assignment sheets from the classroom teacher,
 - Progress reports at mid-term and end-term for students in Kindergarten and first grade,
 - Progress reports every 2 1/2 weeks for students in grades two through six,
 - Online access to progress reports for students in grades two through six, and
 - Quarterly grade reports.
- Be accessible to parents through:

- Phone calls, emails or person to person meetings,
- Scheduled consultation before, during or after school, and
- Scheduled school or home visits.
- Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities as follows:
 - Provide opportunities for parents to visit your child's Title I class.
 - Listen to children read,
 - Help with classroom decorations, art projects, etc., and
 - Assist with holiday programs or parties, educational trips, etc.

District Policy Information

Physical Examinations and Screenings S-146-S

The District will generally obtain parental consent before administering a physical examination or screening on a student. However, the District may forgo obtaining parental consent if there is a health or safety concern or by court order.

No nonemergency, invasive physical examinations or screenings of students are scheduled or expected to be scheduled at this time.

Parents and guardians will be provided an opportunity to opt out of any nonemergency, invasive physical examination or screening of their student.

This policy does not apply to any physical examination or screening that is permitted or required by state law, including physical examinations or screenings that are permitted without parent notification.

Surveying, Analyzing, and Evaluating Students S-150-S

The District has developed District Policies regarding the rights of a parent/guardian to:

- Inspect all instructional materials.
- Inspect and provide prior written consent for a student to participate in certain student surveys.
- Be informed of and provide prior written consent for physical examinations or screenings that the school or agency may administer to a student.
- Be informed of the District's collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose), including arrangements to protect student privacy that are provided by the agency in the event of such collection, disclosure, or use.

If a parent/guardian would like to request the review of any of the above materials, please contact the building counselor.

All District policies can be located at:

[https://egs.edcounsel.law/concordia-r-2-schooldistrict-policies.](https://egs.edcounsel.law/concordia-r-2-schooldistrict-policies)

School Nutrition Program F-290-S

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex (including gender identity and sexual orientation), religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410
Fax: (202) 690-7442
Email: program.intake@usda.gov

This institution is an equal opportunity provider.

Student Transfers S-120-S

The District will enroll students in the school associated with the attendance area in which the student resides. If a student's residence changes to a different attendance area within the District, the student must transfer to the associated school. The Superintendent or designee may consider exceptions to this policy under the following conditions:

1. The District will not generally grant requests for transfers but the District will make limited exceptions based upon educational needs of the student. Resident parents/guardians may request a transfer to another school within the District by completing the transfer request form available on the website. All transfer requests will consider a school's space and class sizes. The District

may rescind a transfer for any reason, including but not limited to, disciplinary issues and absenteeism. Any student who transfers to a school outside the student's attendance area based upon residence will be subject to all eligibility rules of the Missouri State High School Activities Association (MSHSAA). The final decision regarding a student transfer rests with the District administration. The District will not provide transportation outside the student's attendance area unless required by law. The Board authorizes the Superintendent to establish student transfer procedures.

2. The Superintendent or designee may transfer students between schools if a transfer is necessary for the student's safety, health, or welfare, or to address overcrowding in a school. The decision of the Superintendent regarding a student transfer will be final.
3. Students who are homeless or in foster care may attend their school of origin if it is in the student's best interest. The District may assign District students with disabilities (served under the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504)) to a school outside the student's attendance area as determined by the IEP or 504 team. In special circumstances, and at the mutual discretion of the participating school Districts, Districts may contract for necessary services for students with disabilities.
4. The District will consider students placed into programs by the Missouri Department of Mental Health (DMH), the Department of Social Services (DSS), or by a court order a resident of the District in which the program is housed. The District will allow a student to attend another school within the District if that student is enrolled in a persistently dangerous school or becomes a victim of a violent criminal offense on school property as mandated by state regulations.

Title I Information

Parent Information Resource Center

Concordia Elementary School receives Title One Funds and must assist parents and parental organizations by informing them of The Parental Information and Resource Center (PIRC). Information about PIRC can be found below or on the District website www.concordia.k12.mo.us on the elementary page. For more information, you may contact the coordinator of special services at (660) 463-2246.

PIRC program is funded by the US Department of Education, Office of Innovation and Improvement, established to provide training, information, and support to parents and individuals who work with local parents, Districts, and schools that receive Title I.A funds. PIRCs provide both regional and statewide services and disseminate information to parents on a statewide basis.

PIRCs help implement successful and effective parental involvement policies, programs, and activities that lead to improvements in student academic achievement, and that strengthen partnerships among parents,

teachers, principals, administrators, and other school personnel in meeting the education needs of children; and to assist parents to communicate effectively with teachers, principals, counselors, administrators, and other school personnel.

The recipients of PIRC grants are required to: serve both rural and urban areas, use at least half their funds to serve areas with high concentrations of low-income children, and use at least 30 percent of the funds they receive for early childhood parent programs. Centers must include activities that establish, expand, or operate early childhood parent education programs and typically engage in a variety of technical assistance activities designed to improve student academic achievement, including understanding the accountability systems in the state and school Districts being served by a project. Specific activities often include helping parents to understand the data that accountability systems make available to parents and the significance of that data for such things as opportunities for supplemental services and public school choice afforded to their children attending buildings in school improvement.

PIRCs generally develop resource materials and provide information about high quality family involvement programs to families, schools, school Districts, and others through conferences, workshops, and dissemination of materials.

Projects generally include a focus on serving parents of low-income, minority, and limited English proficient (LEP) children enrolled in elementary and secondary schools.

Missouri has two PIRCs – one in St. Louis and one in Springfield. For service and contact information, go to their website at <http://www.nationalpirc.org/directory/MO32.html>.

Concordia R-2 Title I Student/Parent/School Compact Information
What is Schoolwide Title I?

In the past, Concordia Elementary has been provided targeted assistance to select students who demonstrate an academic need in English Language Arts and Math. Beginning with the 2013-14 school year, our school was designated a Schoolwide Title I School. The purpose of Schoolwide Title I is to ensure that all students demonstrate proficient and advanced levels of achievement on State Academic achievement standards. By converting our program to Schoolwide, we can upgrade the entire educational program of the school.

What services are available through Title I? Students will still get required attention as they have in the past. This may occur in the student's homeroom or in a special resource room.

Who is eligible for Title I services? At Concordia Elementary school, all students are eligible for Title I services. At St. Paul Lutheran Elementary, students will still qualify using the Multi-Criterion Checklist.

Goals for the Schoolwide Title I Program at CES

In regard to Schoolwide Title I services, it shall be the goal of the Concordia Elementary School:

1. Increase student achievement in English Language Arts as measured by local, state and nationally normed assessments.
2. Increase student achievement in Mathematics as measured by local, state and nationally normed assessments.
3. Using research based methods, staff will regularly analyze data based on frequent local, criterion-referenced assessments.
4. Research-based interventions, accommodations and modifications will be developed through data team collaboration and will be applied to students.
5. The effect of research-based interventions, accommodations and modifications will be measured and evaluated by staff.
6. The staff will create a reporting mode that more accurately describes student learning.
7. The staff will integrate Core Academic Standards into the curriculum and Essential Learning Outcomes of the School.

Where can I get more information about Title I services?

At CES, contact Staci Hon or Tim Thompson at Concordia Elementary (660)463-2261.

- You can find more information by checking out our website at www.concordia.k12.mo.us.
- Our Schoolwide Federal Program Plan is available upon request at the Concordia Elementary Office.
- Web links:
<http://www.concordia.k12.mo.us/vnews/display.v/SEC/Parents|Special%20Education/ Title%20I> (Complaint Resolution Procedure, Right to Know, Policies and Regulations)
<http://www.nationalpirc.org/directory/MO-31.html>
(Parent Information Resource Centers)

Trauma-Informed Schools Initiative

The Missouri Department of Elementary and Secondary Education (DESE) has established the “Trauma-Informed Schools Initiative” and created a website with more information about this initiative. In accordance with Missouri law, the District is providing notice of the address for this website: <https://dese.mo.gov/college-careerreadiness/school-counseling/traumainformed>.

Tobacco-Free Policy C-150-S

To promote the health of all individuals, the District prohibits all employees, students and patrons from smoking or using tobacco products, electronic cigarettes or imitation tobacco or cigarette products in all District facilities, on District transportation, on all District grounds at all times and at any District-sponsored event or activity while off campus.

Firearms and Weapons F-235-S

Possession of weapons, including concealed weapons, is strictly prohibited on District property, on District transportation or at any District function or activity sponsored by the District unless the visitor is an authorized law enforcement official or is specifically authorized by the Board.

Use of Recording Devices or Drones C-165-S

The District prohibits audio and visual recordings on District property, District transportation or at a District activity unless authorized by the Superintendent. Requests for such authorization must be made within a reasonable period of time prior to the recording. Unless otherwise specified by the Superintendent, exceptions in Policy C-165-P apply to this prohibition.

All unmanned aircraft systems (UAS), commonly known as drones, with the potential to capture or produce visual images of District property or District events must be operated in accordance with applicable Federal Aviation Administration regulations or safety guidelines and must receive authorization from the Superintendent to operate a UAS on or over District property or at a District event.

Signature and Form Requirements

- *Photo/Video/Audio Release Form*
- *Email Consent/Permission Form*
- *Technology Usage Agreement Form*
- *Student/Parent Handbook Acknowledgement Form*

S-125-A Photo/Video/Audio Release Form Form E

Throughout the school year, there may be times that the District staff, the media, or other organizations, with the approval of the school principal, may take photographs of students, audio/videotape students, or interview students for school-related stories in a manner that would individually identify a specific student. These images or interviews may appear in District publications, District-approved social media sites, in the news, or other organizations' publications.

I, Parent/Guardian of (please print)

_____, provide to my child's school and to the District permission to use my child's photographs, image, and/or recordings for the purposes mentioned above. I understand and agree that the District may use these photos and/or videotaped images in subsequent school years unless I revoke this authorization by notifying the school principal in writing. Further, I consent that such photographs, images, recordings are the property of the school for District use clear of any claim on my part. I therefore agree to allow my child to be photographed, audio/videotaped, or interviewed by the news media or other organization for school related stories or articles.

Parent/Guardian Signature:

Parent/Guardian Name (please print): _____

Date: _____

*Students 18 years of age or older may sign this release form for themselves.

F-265-P Technology Form A Email Consent/Permission Form

The faculty of the District strives to communicate and work together with the parents and guardians of our students. Email is one tool that promotes convenient, two-way communication between families and teachers. Though the District network is secure, we cannot guarantee that an email sent from the District server will remain secure once it leaves our system. When teachers or administrators receive email from outside sources, the identity of the person cannot always be easily discerned.

Therefore, permission must be granted by the parent/guardian to allow teachers or administrators to use email for communication. To remain compliant with the Family Educational Rights and Privacy Act (FERPA), email will not be used to send grading, attendance, discipline information of students, or other personally identifiable information without permission to do so. The District also encourages parents to access the District's parent portal, a secure measure, to check your child's school information and progress.

I, Parent/Guardian of (please print)

_____, provide to my child's school and to the District permission to email academic, attendance, discipline, or other personally identifiable information to the email address(es) listed below. I understand that by giving this permission, there is no guarantee that the information will be fully secure and do not hold the District liable for any inappropriate release of student information that may violate the FERPA regulations as a result of any email communication. Should your email address change, please contact the District.

Name of Student (please print): _____

Email Address(es): _____

Parent/Guardian
Signature _____

Parent/Guardian Name (please print): _____

Date:

F-265-P Technology Usage Agreement Form Form B

Student Technology Usage Agreement

I have read, understand, and agree to the Technology Acceptable Use Policy when using electronic devices owned, leased, or operated by the District or while accessing the District Wi-Fi/Internet, even if using a personal device. Should I violate the policy (F-265-P) or the Student Parent Handbook provision regarding technology usage (F-265-S), my access privileges may be revoked. I also understand that any violation of the policy or Student Parent Handbook is prohibited and may result in disciplinary or legal action.

Student

Signature: _____

Student Name (please

print): _____

Student ID: _____ Grade: _____ Date: _____

Parent Technology Usage Agreement Permission Form

As the parent/guardian, I have read, understand, and agree to the Technology Acceptable Use Policy (F-265-P) and the Student Parent Handbook provision regarding technology usage (F-265-S) when my student(s) or family are using electronic devices owned, leased, or operated by the District or while accessing the District Wi-Fi/Internet, even if using a personal device. Should my student(s) violate the policy or Student Parent Handbook, access privileges may be revoked. I also understand that any violation of the policy or handbook is prohibited and may result in disciplinary or legal consequences. I further understand that the District has taken steps to control access to the Internet, but cannot guarantee that all controversial information will be inaccessible to student users. I agree not to hold the District responsible for materials acquired on the network and accept responsibility when my student(s) uses District technology outside the school setting. I give permission for my student(s) to use District technology and network resources, including the Internet.

Parent/Guardian

Signature: _____

Parent/Guardian Name (please

print): _____

Date: _____

*Students 18 years of age or older may sign this release form for themselves.

*C-105-P District Rules and Guides Form A
Student/Parent Handbook Acknowledgment*

I acknowledge that I have received and reviewed the 2025-2026 Student/Parent Handbook. I understand the policies and guidelines of the District and that violations of these policies and guidelines may result in disciplinary action.

Parent/Guardian

Signature_____

Parent/Guardian Name (please
print):_____

Date: _____

*Students 18 years of age or older may sign this release form for themselves.