

T A C S

THE ARCH COMMUNITY SCHOOL (TACS)

Parent and Student Handbook

The Arch Community School
2153 Salisbury Street St.
Louis, MO 63107
Phone 314-267-8191

The Handbook is subject to Board policy. The TACS board of reserves the right to change Board policy, as well as this Handbook. Board-approved changes to the Handbook or Board policy do not void Parent and Student Agreement to the provisions of the Handbook

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MISSION

The mission of The Arch Community School is to provide each student with a quality education where they will be engaged in an individualized, challenging education in a safe and supportive environment to prepare them to be the confident, capable and creative framers of their futures.

VISION

By the end of the school's first charter term in 2022:

- Students will be achieving at high levels with a sense of purpose.
- Classrooms will be joyful spaces of teaching and learning.
- Teachers will feel supported by the instructional leadership team as they continue to grow according to individual development goals.
- Parents will be actively engaged and feel valued by school leadership and staff.
- Students will feel a strong sense of ownership over their own learning and academic trajectories.
- Parents and staff will feel a strong sense of ownership over the learning and academic trajectories of their students.

In order to reach this vision, we have written a set of ambitious school performance goals. These goals reflect our commitment to accountability and the measurable review of academic strength.

- **Academic Goal #1:** The Arch Community School (TACS) will earn an Annual Performance Report that reaches at least 70% by the school's fourth year of operation.
- **Academic Goal #2:** TACS will increase the percentage of students scoring at or above the mean Student Status Norm on the NWEA Measures of Academic Progress (MAP) assessment.
- **Attendance Goal:** 90% of students will be in attendance at least 90% of the time.
- **Staff Learning Goal:** 100% of teachers and administrators will develop and complete personal professional development plans aligned with an evaluation program that meets state requirements.

T A C S

**EDUCATIONAL
PHILOSOPHY**

For our mission and vision to become a reality, TACS will provide each child with a quality by:

Ensuring a safe and secure learning environment for students and adults

- Establishing, teaching, modeling and maintaining clear behavioral expectations.
- Supporting policies and procedures will be set with input from the community to create a productive learning environment.

Delivering rigorous and relevant curricula and instruction

- Quality curriculum and strategies will be highly engaging for students increasing their achievement.

Cultivating a professional environment of continuous learning

- Staff will collaborate in a professional learning environment that encourages the spread of ideas and instructional strategies as dictated by the needs of our students.
- 100% of the teaching staff will develop and complete personal professional development plans.

Leadership to drive continuous improvement

- The school principal will set clear goals with a plan to reach those goals.
- The school principal will cultivate leadership in staff, parents, students and the community to support reaching those goals.

Whole-child, student-centered learning

- Students will be prepared academically, socially and emotionally to succeed in the future.
- Individual plans of learning will be developed for each student.

Who Are We? TACS's Board of Directors School Calendar

The founding group of The Arch Community School began its work in the fall of 2008. Though their backgrounds are in various fields, the founding group shares the belief that all children should have equal opportunities to learn so that the children attending TACS may function in society at their highest level and make a meaningful and lasting contribution to their community, state, nation, and world. The founding group of TACS also feels that many urban students, due to circumstances not of their own making and often beyond their control, have not been given those opportunities. As an eclectic group of lifelong learners in a variety of disciplines, this founding group came together to offer others the same opportunity for a quality education that was granted to each of them. The founding group strives to offer the students of The Arch Community School the same kind of encouragement and support that assisted them in being successful in their various endeavors.

Members of the governing board are:

1. **Kathleen T. Mueller:** is a partner in Husch Blackwell LLP, practices real estate law, and has represented various school districts in the disposition, acquisition, and development of school properties. Prior to attending law school, she taught elementary school music. She is a member of the American Bar Association, The Bar Association of Metropolitan St. Louis and the Missouri Bar. She has a BA from Maryville University (summa cum laude) and a JD from Washington University.
2. **Kirk Mueller:** is a Senior Gift Planner Counselor for the Lutheran Church Missouri Synod Foundation and has 32 years of Lutheran High School experience in teaching, coaching, administration, admission and gift development. He has a BS in education from Concordia, Nebraska and a MS in Secondary Administration from UMSL.
3. **Janet B. LeSage:** is an Educational Consultant at KDR-Administrative Services. Prior to becoming an educational consultant, she has taught Special Education for 28 years and held position of principal at Marion Elementary School for 12 years. She has her BS in Special Education from Northern Illinois University and EdD in Educational Leadership from St. Louis University.
4. **Linda Primer:** is the Executive Assistant to Alderman Bosley of the 3rd Ward and Contracted Management Service for ND Consulting. She was in education briefly as a Program Coordinator and Parent Liason for Williams Middle School.
5. **Albert D. Otto:** is Professor Emeritus of Mathematics at Illinois State University. He has given over 125 presentations at state, regional, national, and international profession meetings. With over 40 years of teaching mathematics on college, graduate and doctoral levels, he

continues to help the teachers and students in the primary and secondary academic levels. He received his BA, MS and Ph.D from University of Iowa.

6. **Joseph Bordeaux:** is presently retired. He most recently served as the Dean of the School of Education for Concordia University in Irvine, CA. While at Concordia he taught courses for the Administration Credential program on the graduate level and on the post-graduate level. He served as professor, certification director, as well as Dean of the Education Department at Lindenwood University in St. Charles, MO. At both Universities he worked closely with nonpublic and public schools. Before his career in higher education, Dr. Bordeaux served as principal in three states in Lutheran Schools. He is currently on the Board of Directors of the Lutheran Association for Special Education in St. Louis.

The Arch Community School | 2020-2021 CALENDAR

JULY '20		JANUARY '21																																																																																														
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Approved 8-4-2020

First/Last Day of School	
No School for Students; Teacher PD	
No School for Students and Staff	
Early Dismissal	
Parent/Guardian Conferences	

First Semester:	81 Student Days	91 Staff Days
Second Semester:	95 Student Days	98 Staff Days
Total Days:	176	189

* Snow Days:
If any days are missed due to inclement weather or other emergency, the following days (in this order) will serve as make-up days:
Jan 18; Feb 15; March 15; May 21; June 1; June 2; June 3; June 4;

** Last day of school will be determined by the end of April due to possible weather make-up day(s)

Administrative Staff

Head of School – William E. Schiller

Principal – Tanisha Staniel

Office Administrative Assistant/Music – Tequila Pruitt

Classroom Teachers & Aides

Kindergarten – Lynn Ludwig

1st Grade – Elisabeth Ward

2nd Grade – Susie Wulfert

3rd Grade – Karen Siekerman

4th Grade – Emily Burnett

5th Grade – Dawson Deckard

Physical Ed – TBA

Teacher Aides – Trevonte’ Brock, Kada’ta McCoy

Nurse – Elaina Furlan

Special Educator – Toni Mobley

Reading Specialist- Gary Mitchell

Reading Specialist/Interventionist – Dr. Jana Schaefer

Speech & Language Pathologist – Emily Schiltz

School Social Worker – Jason Stanhke

School Psychologist Supervisor – Barbara Lombardo

School Psychologist Intern – TBA

Occupational Therapist – Hannah Florence

Student Rights

The Board recognizes the importance of providing each student with a school environment conducive to intellectual, emotional, and social growth through participation in a full range of educational programs and activities. Board and staff commitments ensure equal educational opportunities in course offerings, guidance and counseling, test procedures, extracurricular activities, discipline procedures, and student support services.

School and Community Relations

TACS recognizes the positive effects of parents'/ families' involvement in the education of their children and encourages strong parent/family involvement in working collaboratively with school staff.

Volunteers

TACS also encourages participation of parents and community members to volunteer and serve as additional resources to the teachers and students. Prior to serving as a volunteer, each individual must complete a registration form for the position, have a satisfactory criminal background check, and have a satisfactory check of the child abuse/neglect records maintained by the Missouri Department of Family Services.

Visitors

All visitors shall report to the School Office upon entering the building and sign in. When a parent/guardian needs to conference with a teacher or counselor, an appointment shall be made in advance. Groups of visitors wishing to visit the school or facilities shall notify the School Office, as far in advance as possible, to arrange, and schedule a visit.

All persons who do not obtain prior permission from the School Office to visit the school, or visitors who create distractions to the learning environment in the building or on the premises, shall be considered trespassers and subject to arrest and prosecution.

Parent /Guardian Contact with Students During School Hours

If your student forgets lunch money, a permission slip, a book, homework, or other items necessary for their day at school, you may bring those items to School Office and we will see that students receive them. Students will not be called out of class to receive phone calls. In cases of emergency, you will need to contact the School Office and leave a message. School personnel will then deliver the message to your student.

Commitments by Stakeholders

Commitment by Board of Directors:

In uniformly implementing the goals, expectations, and the policies related to Student Discipline, the School Board believes that the students, their parents/guardians, and staff members must play key roles. Parents/Guardians and students will be required to read and sign TACS's Parent/Guardian and Student Acknowledgement in the Parent and Student Handbook.

Commitment by Parents/Guardians:

As a parent/legal guardian of a TACS student, I will support the school in creating a safe learning environment and a rigorous curriculum necessary for each child's growth. I agree to support my child's educational program by:

- Ensuring my child has prompt, regular attendance and informing the school of any absences in a timely manner.

T A C S

- Encouraging my child to complete his/her homework each night.
- Maintaining communication with my child's teachers and principal.
- Volunteering a minimum of two times per year. • Attending parent/teacher/student conferences.
- Encouraging my child to comply with school policies and regulations.
- Supporting the Board-approved Dress Code Policy.

Commitment by Students:

As a student of TACS, I agree to the following terms and conditions:

- I will regularly be in attendance and on time.
- I understand that TACS is a place to learn. I will work each day and complete tasks at home as assigned by school staff.
- I will successfully complete with pride all of my assignments on time.
- I will be a positive member of the TACs community and behave in ways that show respect for myself and for other members of our community.
- I will comply with the policies and regulations of TACS. I will comply with the Board-approved Dress Code Policy.

Commitment by the Staff (including administrators):

As a staff member of TACS, I agree to the following terms and conditions:

- I will attend school regularly and be prepared each day for our students.
- I will encourage students to attend school regularly and will make whatever contacts I feel necessary to improve student attendance.
- I will provide information to students, parents, and other staff members in a timely manner.
- I will assist students, parents, and faculty members in designing and implementing effective learning strategies for all students.
- I will take action to ensure that TACS is a safe and orderly place in which to learn.
- I will provide opportunities for student leadership and innovation in an atmosphere of mutual respect.
- I will provide a student-centered, rigorous, and meaningful academic program of instruction for all students.
- I will support the Board-approved Dress Code Policy.

Enrollment Eligibility & Requirements

TACS shall enroll only pupils that reside within the St. Louis city, Missouri School District, and non-resident students who are eligible to attend TACS under the Voluntary Interdistrict Choice Corporation guidelines, as those are set forth as part of the voluntary urban transfer program. TACS does not limit admission based on race, ethnicity, national origin, disability, gender, and income level, proficiency in the English language or athletic ability.

If current capacity is insufficient to enroll all students who submit a timely application at any grade level, TACS will use a lottery admissions process that assures all applicants of an equal chance of gaining admission, except that:

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1. TACS gives preference for admission of children whose siblings attend the school.
2. TACS gives preferential enrollment to students that reside within a two mile radius area surrounding TACS, from Palm and Natural Bridge on the west and south to Grand on the northeast and then to Interstate 70 and back to Palm and Natural Bridge.
3. TACS also gives preferential enrollment to children of TACS employees who live within the St. Louis City school district.

All students on the waiting list will fill remaining vacancies by grade level.

Homeless Students

TACS recognizes that homelessness is a disruptive force in our society and should not be sufficient to separate students from the mainstream school environment. Therefore, TACS, in accordance with state and federal law and the Missouri state plan for education of the homeless, will give special attention to ensure that homeless students in the school district have access to a free and appropriate public education.

Homeless students are those identified as such as defined in the Stewart B. McKinney Vento Homeless Assistance Act. Mr. Schiller is the coordinator for these services.

Enrollment/Placement

If a child is identified as homeless, TACS personnel will confer with student's parent/guardian regarding what is in the best interest of the child for choice of school placement. Homeless children may be exempt from providing proof of residency if they are unable to provide information on where they reside. If prior school records are unattainable, testing will be administered within a reasonable time to ensure appropriate academic placement.

Identification

For purposes of TACS's policies "homeless students" include students under age twenty-one (21) who lack a fixed, regular and adequate nighttime residence and includes students who have a primary nighttime residence that is:

1. A supervised shelter designed to provide temporary living accommodations.
2. An institution that provides a temporary residence for individuals intended to be institutionalized.
3. Transitional housing for less than one (1) full year.
4. A public or private place not designed for, or ordinarily used as, a regular sleeping area for people, including, but not limited to cars, tents and abandoned buildings.

Coordinator

TACS has appointed a coordinator of programs for homeless students. The responsibilities of the coordinator will include but not be limited to:

1. Establishing practices designed to maximize the school enrollment and success of homeless students.
2. Ensuring those homeless students and their families have access to educational services administered by TACS.
3. Ensuring that referrals are made to health care, dental, mental health and other appropriate services.

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4. Ensuring that the school records of homeless students are transferred in a timely fashion.
5. Ensuring that homeless students are not isolated or stigmatized because of their status as homeless.
6. Ensuring that disputes over the placement of homeless students are resolved in a timely manner.

All school personnel, TACS service providers and locally known homeless advocates will be informed of the identity of the Coordinator and the Coordinator's duties.

Complaint Resolution

Any homeless student or his/her parent/guardian may file a complaint regarding placement or access to educational programs by submitting a written complaint to the Coordinator of Homeless Programs. The Coordinator will meet with the complainant upon request. Within five (5) school days of this meeting or within five (5) school days of rejection of such meeting, the Coordinator will prepare and forward a written decision. Thereafter, the complainant may appeal to the Board within five (5) school days of receipt of the Coordinator's decision. Thereafter, the complainant may forward the complaint to DESE's Director of Federal Grants.

Immunization

Homeless students may be enrolled in school twenty-four (24) hours prior to receiving their immunization records.

Policy Dissemination

Copies of TACS's Policy on Homeless Students will be presented to the County Welfare Office, County Office of the Division of Employment Security, the Juvenile Officer and to local law enforcement authorities.

Identification

Homeless students will be identified by referrals from community organizations and by review of TACS's enrollment form.

Migrant Students

TACS is committed to the identification, needs assessment and enrollment of migrant students living within the communities to which it provides educational services. TACS's Coordinator of Programs for Homeless Students is also responsible for implementation and maintenance of TACS's program for migrant students.

Identification

For purposes of TACS's policies, the phrase "migratory student" shall mean students aged three (3) through twentyone (21), who are or whose parents/guardians or spouses are migratory agricultural workers, including migratory dairy workers or migratory fishers and who in the preceding thirty-six (36) months, in order to obtain, or accompany such parents/guardians or spouses in obtaining temporary or seasonal employment in agriculture or fishing work has moved from one school district to another. TACS will identify migrant students by including a question on TACS's enrollment form.

Services

TACS personnel including secretaries, teachers and the Principal will be advised of the presence of eligible migrant students in the school to ensure that equal access to all school programs is provided.

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Complaints concerning the placement of migrant students will be resolved by means of TACS's complaint resolution procedure for homeless students.

Restrictions on Attending School

No student shall be re-admitted or enrolled in a regular program of instruction if the student was adjudicated to have committed an act, which, if committed by an adult, would be one of the following:

- First Degree Murder;
- Second Degree Murder;
- First Degree Assault;
- Forcible Rape;
- Forcible Sodomy;
- First Degree Robbery;
- Distribution of Drugs to a Minor;
- First Degree Arson;
- Kidnapping as a Class A Felony; • Statutory Rape; and/or
- Statutory Sodomy.

This policy shall not prohibit the re-admittance or enrollment of any student if a petition has been dismissed or when a student has been acquitted or adjudicated not to have committed any of the above acts. In addition, this policy shall not apply to a student with a disability, as identified under state eligibility criteria, who is convicted or adjudicated guilty as a result of an action related to the student's disability.

Finally, nothing in this section shall be construed to prohibit a School that provides an alternative education program from enrolling a student in an alternative education program if the School determines such enrollment is appropriate.

Attendance Policy

It is expected that all students will attend regularly. Parents/legal guardians should call the School Office if the student must be absent. Excessive absences may result in loss of academic credit. TACS will consider truant any student who is absent without parental notification. In the event of a period of absence of three or more consecutive days, students returning to school shall provide a written explanation from a health care provider. If parents/legal guardians fail to call the School Office prior to the student being absent or the student fails to provide a parent/legal guardian written and signed explanation for an absence upon returning to school, the absences will be considered unexcused.

Parent/guardians should follow these guidelines with regard to attendance:

- Notify the school by 8:30am the morning of the absence by calling the School Office
- Provide a written note giving the student's name, date, and reason for absence when the student returns, if the parent has not notified the school; and
- Please schedule doctor, dental, and other appointments after school hours to ensure your child's regular attendance.

The following steps will be taken with regard to excessive student absences:

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- 3 unexcused absences* – letter sent home;
- 5 unexcused absences* – student referred to school social worker and phone call made to parent/guardian;
- 10 absences (excused or unexcused) within a semester – conference with the Principal and referral to the Department of Social Services. (Does not apply for medically documented extended absences). Examined on a case-by-case basis; may result in immediate withdrawal from TACS.
- 5 consecutive days of unexcused absence within a semester – conference with the Principal and referral to the Department of Social Services. (Does not apply for medically documented extended absences). Examined on a case-by-case basis; may result in immediate withdrawal from TACS.

Unexcused Absences(*) are: illness, oversleeping, out of town, Doctor's appointment, suspension, and most any other absence.

Excused Absences are: extended hospitalizations, and any others determined by school administration.

Make-up Assignments for Absences

Students must contact their teachers for missed assignments upon their return to class. Students are allowed one day to make up missed work for each day missed. Parents of Elementary School students will need to request their child's work.

Tardy Policy

Three (3) tardy infractions will be counted as one day of absence.

Early Dismissals

Staff members will not excuse a student from school before the end of the school day without a request from that student's parent or guardian. Students must be checked out and picked up in School Office. No early dismissals are permitted between 3:00 and 3:15 p.m.

Attendance Records

TACS will maintain a comprehensive system of attendance records for each student. Each teacher is responsible for the accurate reporting of daily attendance in the classroom. The Principal is responsible for supplying information to parents/guardians about student absences.

School Hours

Students will be supervised any time they are present during school hours. Students will go directly to the cafeteria if they arrive before 8:00. They should go directly to the school office if they arrive after 8:00.

6:30am – 8:00am: TACS sponsored Before School program (Breakfast Served)

8:00am – 8:10am: Students arrive in gym for daily morning assembly

8:00am – 3:15pm (Monday – Friday) Regular School Day

8:00am – 1:30pm (Every Other Wednesday) Regular School Day

3:15pm – 5:30pm (Monday – Friday) Non-TACS sponsored After School program

1:30pm – 5:30pm (Every Other Wednesday) Non-TACS sponsored After School program

Parent/Guardian Pick-Up

Your child's safety is of the utmost importance to TACS. Therefore, we want to make sure your student is present only during times when adult supervision is available. Parents/Guardians may make arrangements for transporting their student(s) privately, including dropping students off at TACS prior to the start of the school day and picking them up at the conclusion of the day.

All parents/guardians must provide a list of authorized persons to whom their students may be released from school. Students WILL NOT be released to anyone not on the pick-up list. Please make sure that the School Office and your student's Principal have the correct and most current information about authorized persons.

All students must be dropped off and in school by 8:00 a.m. Please refer to the building hours when considering when to drop your student(s) off at school. No students are allowed in the building until 6:30 a.m. An adult must wait with a child until the building opens at 6:30 a.m. We highly recommend using the free before care provided by school and the free after school care provided by Bethlehem After-School Care.

All students are to be dropped off on the north side of Salisbury St. to enter the school. The street area in front of the school will be designated for the parent drop off and pick up of students. This area will not be for long term parking as we want to ensure safe access for picking up and dropping off students is available to all families. Please refrain from parking across the street to walk your child to school as street traffic is not the safest in the morning.

Parent/Guardian pick-up for students will begin at 3:15 p.m. If you must pick up your child early, call the school and submit this request to the School Office by 2:00 p.m. that afternoon. If you are going to be late, please inform the School Office. If you do not pick up your student within 30 minutes of the end of school, local law enforcement officers will be called to pick up your student.

All private or unauthorized vehicles need to follow the posted restrictions regarding one-way signs, parking, loading and unloading zones, etc. Vehicles are not to block other vehicles, double-park, and may only use designated areas and routes for dropping off and/or picking up students at school. Student will not be permitted to cross the street. Students will be waiting inside with an adult during release time. Please stay in the entry foyer to pick up your child at the end of the school day to reduce traffic in the hallways.

School Closing Information

In case of severe weather or other emergencies, parents and guardians should check the school's website www.stltacs.org, the school's Facebook page and watch on of the designated St. Louis city television stations* to see if TACS is listed.

The Principal will determine whether to close school based on the best available information regarding weather and bus travel. If it becomes necessary to dismiss classes during the day, the local television and radio stations will be alerted. We will call families if school is dismissing early. Parents are responsible for providing the School Office and their students' teachers with accurate, current telephone and email contact information. If parents are not home during the day, they should talk to their students so they have a plan of where to go in the event of an emergency dismissal.

If a tornado or other severe storm alert is broadcast, students will not be dismissed until the "all clear" signal has been given.

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*** For purposes of this Policy, designated media stations include: KTVI, KMOV, FOX, KPLR**

Textbooks

Textbooks are furnished to students at the beginning of each year and are to be returned to teachers at the end of the year with only reasonable wear. When students receive a book, they are to inspect it carefully and promptly notify their teacher of any damage from previous use. If a textbook is damaged or lost, the student will be assessed a fine or charged the replacement cost of the book.

Lost and Found

Students are responsible for their personal belongings. Any student who finds an item that does not belong to them should turn the item in to the School Office immediately. Lost articles may be claimed in the office before or after school. TACS is not responsible for lost or stolen items.

Animals and Pets

All animals and pets, including but not limited to dogs, cats, birds, fish and reptiles, are prohibited inside TACS, on school grounds, and at school sponsored events and activities. This prohibition does not extend to service animals, as that term is defined by applicable state and federal law. The prohibition against pets includes time before and after the regular school day, and pets should not be brought to school during parent drop-off or parent pick-up. Failure to follow the regulations will result in restriction of building access privileges and could affect your student's ability to attend TACS.

If an animal is required as part of an educational activity, the student, parent, and teacher must obtain permission from the Principal prior to the animal being brought onto school grounds.

School Breakfast and Lunch

Beginning the first day of school, breakfast, and lunch will be served.

Prices are: Breakfast: Full price \$ 2.00

Breakfast: Reduced price \$.30

Lunch: Full price \$ 3.00

Lunch: Reduced price \$.40

Milk is included with the meal or can be purchased separately for \$0.50. Students desiring "seconds," including milk and juice, will be charged the full price.

Payments on student lunch accounts can be made in the morning in the School Office. Forms of payments include cash, check, or money order. When paying with a check, please print student's first and last name on the check. Students are not allowed to charge any meals. Students who do not have money on their accounts will be provided a meal, and notification of the past due account will be sent to the family. Consecutive late payments will be referred to the appropriate school personnel to assist the family with support that may be needed.

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TACS offers the Free and Reduced meal program for families whose income meets the requirements. Forms are available in School Office. Families will be notified if they qualify for free or reduced price meals. Until you are notified, please send money for a full price meal.

TACS offers healthy meal choices, whole grain products, low fat milk, fresh fruits and vegetables, and 100% fruit juices. Any lunches from home must contain items that follow these guidelines. Brought lunches that contains fast food, potato chips (except baked chips), candy, snack cakes, high fructose “sugar” drinks, soda, etc. will not be served. The items will be stored and returned home at the end of the day and your student will be served a school approved meal.

Student Transcripts and Academic Records

A cumulative educational record shall be maintained for each student from his/her entrance into school through the last date of attendance and kept on file in accordance with State law. Each student’s educational record will include information required by state and federal statutes, regulations or agencies and shall include other information deemed necessary by school officials.

The parents/guardians of (minor) students who are attending or have attended TACS have the right to inspect and review the educational records of their students and to request amendment of their students’ educational records.

Except as otherwise required, in compliance with the Individuals with Disabilities Act or Section 504 of the Rehabilitation Act of 1973, records containing student health information will be stored separately from other student records.

Academics

TACS does not offer social promotion. At every grade level, there are specific requirements for promotion to the next grade.

Academic Integrity

The expectation of TACS students is to adhere to the highest standards of academic and scholarly performance.

Cheating on schoolwork and/or plagiarism (misrepresenting another person’s work as your own) are serious academic offenses.

This will result in serious consequences as outlined in the Discipline Policy.

Grade Cards

Grade cards are issued at the end of each quarter. Results from quarterly assessments will be used to help determine promotion to the next grade.

Parent-Teacher Conferences

Parent-Teacher Conferences are scheduled in October (fall) and March (spring) of every school year. It is recommended that parents/guardians contact their child’s teacher(s) in advance to schedule their conference (Both evening and day appointments will be available). In addition to Parent-Teacher

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Conferences, parents/guardians are encouraged to contact the principal or student's teachers if they have any questions or concerns regarding their child's academics and/or behavior during the school year.

Homework

Homework will be assigned to support and reinforce the information taught by instructors during the academic day. Failure to complete and submit assigned homework on time will have a negative impact on a student's grades.

Recess Policy

The TACS staff is responsible for taking students to recess at the time allotted in their schedule. Discretion will be used when taking children outside in extremely cold weather or inclement weather. Recess will be held indoors in the event of precipitation (rain, snow, sleet, etc.)

Outdoor recess will be held if the temperature exceeds 20 degrees Fahrenheit (including wind chill factor). Please send your students appropriately dressed to go outside for this weather

Recess will be held indoors if the temperature is below 20 degrees Fahrenheit (including wind chill factor).

Parents need to make sure children are dressed for the temperature of the day, as all students must attend recess unless excused by a physician. In that case, the student will be supervised inside.

Field Trips

Field trips and excursions are available as a part of the student's learning. All such activities are carefully planned, organized, and approved by the principal. Parents will be notified where the child is going, at what time, and the approximate time of return.

Parents are often asked to volunteer to accompany classes on field trips to help supervise smaller groups of students. If you are able to help in this role (or even if you are just accompanying the trip in a non-supervisory role), please be aware that it is expected that other children, who are not part of the class trip, cannot and will not be with you.

A blanket permission slip form must be signed by parents/guardians and returned to the School Office each year before school begins. Teachers will keep a copy of these forms in their classrooms, and they will be taken on all field trips. Students who do not have this form on file will not be allowed to participate in school-sponsored field trips.

Special Classroom Treats

We ask for no special classroom treats during the school day. Please coordinate with Bethlehem After-School Care if you plan to bring one for after school.

Withdrawing Students

If a parent/guardian wishes to withdraw their student from TACS, the parent/guardian should contact the School Office for the necessary paperwork.

Internet Usage Policy and Technology Agreement

Students will receive instruction in the proper and acceptable use of technology while at school. Each student will be held accountable for failing to adhere to the technology policy requirements.

TACS will monitor student use of school technology. Students have no expectation of privacy with regard to the use of technology at school. Pursuant to State and Federal law, TACS has access to all communications sent, received or stored by any student using the school's technology resources, and may monitor student online activity that takes place utilizing School equipment or Internet network. The school will make its best effort to block/filter student access to inappropriate Internet materials, without intentionally restricting students' access rights to controversial and educational materials under the First Amendment. TACS retains the right to restrict or extinguish students' access and use of School technology if it is determined the student has not abided by the School's technology use policies. A student's parent/guardian will be held responsible for any damage or unauthorized costs that arise from a student's inappropriate use of School equipment or other technology resources.

Computer Usage

TACS's goal is to provide resources that support and enrich the school's instructional goals and afford opportunities for students and staff to become effective users of information. Students must abide by TACS's Internet Usage Policy and Technology Agreement at all times when using School computer resources. Failure to do so may result in disciplinary action, including, but not limited to, a loss of technology use privileges.

Media Policy

Throughout the year, TACS will publish student photographs, video and/or audio clips, student quotes, and student writing and artwork, which have been deemed "Directory Information."

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that TACS, with certain exceptions, obtain written consent from a parent/guardian prior to disclosure of personally identifiable information from your child's educational record. TACS may disclose appropriately designated "Directory Information" without written consent, unless you have advised the school to the contrary. As stated above, the primary purpose of Directory Information is to allow TACS to include certain information about your child in school publications.

Examples include (but are not limited to):

- The annual yearbook;
- Honor roll;
- Graduation programs;
- The school or teacher webpage
- A theatrical playbill;
- Sports activity sheets; and
- Newsletters and other School publications

If you do not want TACS to disclose Directory Information from your child's education record without your prior written consent, you must opt-out on the Acknowledgement Page of this Handbook and complete the appropriate form available from the School Office. You must provide

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the required paperwork to the School Office not later than 10 days after the 1st day of school. For additional information contact the school at 314-267-8191.

Dress Code Policy

Students shall observe modes of dress and standards of personal grooming that are in conformity with the educational environment and necessary to maintain an orderly and safe atmosphere for all students. This expectation includes the school day and school-sponsored extracurricular activities.

Apparel is expected to conform to reasonable student standards of modesty, and as such, no excessive or inappropriate areas of skin or undergarments may be exposed. No apparel or grooming which presents a safety concern is permitted. No apparel displaying messages that are gang-related, sexually explicit, vulgar, violent, or advocating drugs, alcohol, or other illegal activities is permitted. Further, no clothing or personal grooming that disrupts or can be reasonably forecasted to disrupt the educational environment is permitted.

The Dress Code Policy also stipulates, among other things, that:

- Students shall wear a gold polo-style shirt. School logo shirts may be purchased from the School Office.
- Shirts worn by students must be buttoned and show no cleavage.
- Shirts shall have no visible logos, such as those for sports teams, or decorations or names, other than that of TACS.
- Students are only allowed to wear white or navy blue t-shirts under their polo shirts.
- Shirts must be tucked in at all times.
- Pants must be uniform-type pants in either khaki or navy blue.
- Pants with belt loops must be belted at the waist at all times.
- To be acceptable, uniform pants must NOT have extra zippers, large outside pockets, or other fashion garnishments anywhere on them, i.e., “cargo pants.”
- Sagging/bagging violates the Dress Code Policy and is not allowed.
- Knee-length skirts, below-the-knee Capri pants or walking shorts (no more than 2 inches above the knee) are acceptable during warm weather.
- Socks must be worn. Tights/leggings and socks must be white or black. No patterned or colored tights/leggings or socks.
- Flip-flops, hats, or coats (inside the building) are not allowed. Closed toe sandals are allowed during warm weather.
- White or black cardigan-style sweaters (without hoods) may be worn during cold weather. No jackets will be allowed to be worn in the building.
- No large-hoop earrings, bangles, or excessive jewelry.
- No sweatshirts, unless they are school logoed.
- No body art (tattoos) or body piercings (other than ears) may be displayed at any time.

Students who are in non-compliance with the Dress Code Policy will be referred to their principal’s office. If school uniform resources are unavailable for students to borrow for the duration of the school day, the parent/guardian will be contacted for the student to be picked up.

Telephone and Cell Phone Usage

Students are not permitted to make phone calls except in cases of emergency or by teacher request. Students who need to use the telephone must have approval from their teacher. Cell phones are not allowed to be used in the building. Students are not allowed to bring cell phones to school. If the student needs to contact a parent or vice versa the student shall use the office phone. Cell phones seen, used, or heard (includes text messaging) during the day will be confiscated. Using a cell phone to take pictures or audio/video recording is not allowed during the school day, on school transportation, or at any school events that occur during the school day.

Cell phones are not the responsibility of the faculty and staff at TACS. Students who disregard the cell phone policy are subject to discipline as outlined in the TACS Discipline Policy.

Please do not call or text your child's cell phone, since it is against school policy for students to use them during school hours.

Administering Medication at School

TACS recognizes that some students may require medication for chronic or out-of-school illness/injury during the school day to enable them to remain in school and participate in their education. TACS encourages medication dosage schedules which require acceptance of medication before or after school, not on school property, and not during school hours. For proper administration of student medication at school, the following procedures must be followed:

1. All prescription medications must have a physician's order or the pharmacy label containing the following information:
 - Student name;
 - Medication name;
 - Dosage;
 - The time medication is to be given; and
 - How the medicine is to be administered and any special instructions.
2. It is the parent's responsibility to maintain an adequate supply of medication at the school for the duration of the student's dosage requirements. The student is responsible for coming to the School Office to take scheduled medication.
3. All non-prescription medications, including over-the-counter (OTC) drugs, must be in their original container, with the student's name affixed to the label and accompanied by written and signed instructions from the parent/guardian. NO phone instructions or tablets in a "Ziploc or plastic sandwich bag" will be accepted. All instructions for nonprescription medications must include:
 - Student name;
 - Medication name;
 - Dosage;
 - The time medication is to be given; and

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- How the medicine is to be administered and any special instructions.

When sending over-the-counter medication, a parent/guardian must complete an Authorization for Medication form, which may be obtained from the School Office, prior to the medication being distributed to the child while at school.

4. It is against state law to transfer medications from one bottle to another; therefore, please bring medications in an appropriately labeled container prepared by your pharmacist with the number of tablets as stated on the pharmacy label.

It may be a good idea to ask your pharmacist to put your prescription in two separate containers, one for school, and one for home.

5. Parents/guardians must personally bring medications into the school. Please do NOT send them in with your child.

6. These rules apply to all medications, including creams such as Neosporin, Calamine Lotion, etc., as well as cough suppressants and cough drops. Please remember that no alcohol-based medications that are to be taken internally will be accepted.

7. Only trained designated school personnel may administer medications in the school.

8. Certain medications in tablet form, such as: stimulants, sedatives, barbiturates (anti-convulsant), narcotic analgesics and psychotropic drugs must be counted when brought to the school.

9. Any non-prescription medication instructions, which differ from the manufacturer's recommended dosage(s), must have a physician's prescription.

It is the school's policy that students shall not have any medication, even over the counter (OTC's), in their own possession. Therefore, all medication must be kept in the School Office.

10. When your child participates in field trips, his/her medication(s) will be transported in the original containers. Please send a smaller container with either the pharmacist's or manufacturer's label or all of the above criteria with one (1) day's supply of medication for the trip. Your child may not be allowed to participate in the field trip if the school does not have an appropriate-sized container.

11. If your child needs half a tablet, please break the tablet before the medication comes to school; or, if the tablet needs to be crushed, please bring a "pill crusher" to the school. These can usually be obtained at your local pharmacy.

12. ALL MEDICATIONS MUST BE PICKED UP AT THE END OF THE SCHOOL YEAR BY PARENTS OR GUARDIANS WITHIN FIVE (5) DAYS OF THE LAST DAY OF SCHOOL. ALL MEDICATIONS NOT PICKED UP WILL BE DISPOSED OF ON THE 6TH DAY FOLLOWING THE LAST DAY OF SCHOOL PER SCHOOL POLICY.

Allergies

The purpose of this policy is to provide a safe environment for students with life-threatening or other serious food allergies; promote understanding of student allergies in the school and community; establish guidelines for prevention and response protocols; and initiate adult training and age-level-appropriate student education intended to promote compliance with the policy.

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Management of student allergies will be consistent with generally-applicable law, as well as law that may apply to individual students due to the nature and severity of the allergy, and/or other circumstances unique to the student.

Except as otherwise required by law or by needs unique to an individual student, student allergies will be managed through a team approach. The team shall include persons who have knowledge of the student and/or the student's allergy and any related medical conditions. The team will include the student (if age appropriate), the student's parent or guardian, and TACS staff. Depending upon the specific circumstances, it may be appropriate for additional healthcare personnel, TACS personnel, or representatives of the parents or TACS to be present at one or more meetings of the team.

This policy establishes levels of allergen restriction. However, nothing in this policy is intended to suggest that any facility or activity will be entirely free from any specific allergen.

Definitions

References to and/or prohibitions against "peanuts and tree nuts" and/or "substances containing peanuts or tree nuts" include products that actually contain peanuts or tree nuts, whether in whole or processed form. Such references and/or prohibitions are not intended to include products that may have been produced in a facility where peanuts or tree nuts may have been processed or otherwise may have been present. However, nothing in this policy shall prevent individualized exclusion of products that have been produced in a facility where peanuts or tree nuts have been processed or otherwise may have been present if a student's medical condition and the law so require.

Tree nuts include, but are not limited to the following: almonds, beechnuts, Brazil nuts, bush nuts, butternuts, cashews, chestnuts, chinquapin, coconut, filberts, ginko nuts, hazelnuts, hickory nuts, lichee nuts, macadamia nuts, nangai nuts, pecans, pili nuts, pine nuts, pistachios, sheanuts, and walnuts.

Responding to the Student's Allergy

Upon receiving notification from a student's parent or guardian that the student has a life threatening or other serious food allergy, TACS will request that the following information be provided to TACS by the parents and the student's physician, preferably an allergist:

1. Food Allergy Action Plan
2. Food Allergy Reference Form
3. Request for Administration of Medication at School Form (if applicable)
4. Consent for Student to Self-Administer Medication (if applicable)
5. Medical Statement for Student Requiring Special Meals (if applicable)
6. Statement regarding whether the student wears or should wear a Medical Alert Bracelet

Upon receiving sufficient documentation from the parents and student's physician regarding the existence and management of a life-threatening or other serious allergy, TACS will implement the following procedures:

1. The Principal or other appropriate administrator or special services personnel will convene a meeting of the student's healthcare or other applicable multi-disciplinary team to develop an individualized health care plan (IHP) and/or such other plan as may be required by law.

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2. This healthcare or other multi-disciplinary team may include but shall not be limited to the parents, student (as may be age-appropriate), the Principal or designee, school nurse, classroom teacher(s), food services representative, counselor, school and/or student's physician, emergency services representative, and such other persons as may be appropriate to the individual student's needs.
3. Once the IHP or other plan has been developed, relevant and appropriate information from the IHP or other plan will be distributed to all staff who supervise the student and to all other staff who may be involved in implementation of or compliance with the plan.
4. TACS will distribute the student's Food Allergy Action Plan (FAAP) to all staff who provide instruction to or direct supervision for the student, and to all other staff who are involved in implementation of or compliance with the plan.
5. A copy of the FAAP will be located in each classroom where the child receives instruction or participates in school-sponsored activities, and in other locations within the building where the child may be present, including but not limited to the cafeteria.
6. A copy of the FAAP will accompany the student to activities away from school, including but not limited to academic and athletic contests, field trips, camps, and other school-sponsored activities. The copy of the FAAP shall be in the possession of the coach, sponsor, teacher, or other designated supervisor.
7. TACS will provide specific training for the staff who instructor directly supervise the student, which training will include the importance of allergen avoidance strategies, label reading and ingredients to avoid, cross contamination, recognition of symptoms, discussion of the FAAP, and use of Epi-pens and other emergency medication or intervention devices.
8. TACS will review appropriate cleaning techniques with food service, custodial, all teachers who allow food to be consumed within the student's classroom, and others who may be present when food is consumed by students on school property or during a school activity.
9. TACS will consider and implement allergen restricted zones within the lunchroom, individual classrooms, and specific school activities, as warranted.
10. TACS will notify all staff within each affected student's building regarding the location of Epi-Pens and other emergency medication or intervention devices.

Individual Modifications and Accommodations

The TACS will provide reasonable modifications and accommodations for individual students as may be appropriate to the nature and severity of the allergy and the student's specific needs.

In making determinations regarding such modifications and accommodations, TACS will also consider physician orders, the age of the student, and other information provided by the parents, the student's healthcare providers, and TACS staff.

Possible modifications/accommodations may include but are not limited to the following:

1. Permitting or encouraging the student to carry an Epi-pen or other emergency medication or intervention devices, in addition to having additional medication or devices at one or more locations in the building.

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2. Creating allergen restricted zones within classroom(s) in which the student is scheduled to attend classes or participate in other activities.
3. Providing appropriate notices to parents of all classmates regarding the scope of allergen restriction within TACS, building, classroom, lunchroom, and/or school activities.
4. Educating peers through classroom/grade level presentations.

Failure to Comply with the Food Allergy Management Policy, Regulation, or Procedures

The purpose of the policy is to provide a safe environment for students with life-threatening and other serious allergies. Accordingly, all students, staff, parents, patrons, and others are required to comply in full with the provisions of this policy.

All persons subject to this policy must be aware that failure to comply with the requirements of the policy will be addressed through the following: (1) evaluation, remediation, and/or discipline of staff; (2) application of the Student Discipline Code; and/or (3) the authority of TACS to exclude from TACS premises and/or business transactions any persons or entities who fail to comply with TACS policy and/or the standards of conduct necessary to provide for student safety.

Student Illnesses

Parents will be contacted if their child becomes ill or injured at school. If the parent cannot be reached, the person whom you wish called in case of emergency will be notified. If the accident or illness necessitates the services of a physician, we will call the physician you have listed on the emergency information form. If the listed physician is not available, the local hospital will be used. (Please keep your child's home phone, address, and emergency contacts up to date.)

A child who has fever, or is vomiting, should remain at home 24 hours after the fever has broken, or after the last time he/she vomits.

Physical Exams

All students who are new to TACS must provide a record of a physical exam within thirty (30) days of the start of school. The exam must have been administered within the past year.

Immunization Requirements

TACS will maintain an individual health record for each student, including an immunization history supplied by the parent/guardian. A complete immunization history will be required upon entrance to school. Satisfactory evidence of immunization is a statement, certificate or record from a physician or health facility that verifies the type of vaccine, the month, day and year of administration. The parent/guardian will be informed that any needed immunizations must be obtained prior to enrollment and attending school.

In certain special situations, exemptions or "In Progress" statements may be needed:

1. If a student has received all immunizations that are age appropriate but has not completed the minimum required for school attendance, the parent/guardian must obtain an "In Progress" card from a physician or health department that identifies when the next dose is due. Failure to meet the next scheduled appointment constitutes non-compliance with the school immunization law and exclusion from school will be initiated immediately.

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2. If the student cannot receive the needed immunization(s) for medical reasons, a medical exemption will be completed and signed by a physician and filed in the student's health record.
3. If the parent/guardian objects to immunizations for religious reasons, an exemption must be signed by the parent/guardian and verified by the principal. This must be renewed annually. Protection against disease as a desirable measure for the protection of the student will continue to be emphasized.

In the event of an outbreak, students who are exempt from immunizations for any reason will be excluded from school for their own protection and that of other students, in accordance with State law. The only exception will be students exempted by a physician because they have already had the disease and have available laboratory confirmation of immunity.

TACS will notify the parent/guardian if a student will require any additional doses of a vaccine, giving the date by which the vaccine must be given to remain in compliance with the law. Failure to provide adequate proof of immunization by scheduled date shall result in immediate exclusion from school. Parents will be called to pick up students who come to school without proper immunization documentation, and an exclusion letter will be sent home with the student.

TACS will prepare the immunization report for the Missouri Department of Health by the specified date. Any deficiencies will receive follow-up as recommended. Every effort will be made to return excluded students to school as soon as possible. The parent/guardian will be advised of resources available to obtain needed protection. The parent/guardian who does not make an effort to comply with the law in order to return students to school within ten days may be reported to the local juvenile authority for enforcing the truancy law.

An ongoing review of immunization records will be made to ensure that entering transfer students, students who are "In Progress," and those needing TD boosters during the school year have adequate protection. Students will be notified in the spring that TD boosters will be due during the next school year. The records of entering transfer students and those due for boosters will be flagged or a separate file or a line listing of these students will be maintained to facilitate compliance with the statute.

When a student withdraws from school, a copy of the immunization record will be provided for presentation to the new school as proof of immunization.

Students who have been excluded due to immunization noncompliance will report to the school office before reporting to class. If immunization records are still not adequate, the Principal or his/her designee is to call the parent and send the student home.

Students with Communicable/Infectious Diseases

Students may not attend classes or other school-sponsored activities while they have any contagious or infectious disease, or while liable to transmit such a disease after being exposed, unless the Board or its designee has determined, based on medical evidence, that:

1. The student is no longer infected or liable to transmit the disease; or
2. The student has a chronic infectious disease which poses little risk of transmission in the school environment with reasonable precautions.

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Parents will be notified, in writing, when there are cases of significant communicable disease (i.e., Strep Throat, Pink Eye, etc.).

Hearing Screenings

State law requires that all children in grades Kindergarten, First, and Second be screened for potential hearing loss. This process consists of an initial screening for all children in those grades during the months of September and October. Follow-up screenings for children who fail the initial screenings are held in November and December. The School will provide parents of children who fail either the initial or follow-up screenings with information about obtaining a further evaluation. Permission will be obtained prior to any evaluation occurring beyond the initial and follow-up.

Non-Discrimination on the Basis of Race, Ethnicity, Disability, Religion, or Gender

The Board reaffirms its belief that every student regardless of race, creed, color, sex, cultural, or socioeconomic status or disabling condition be given equal opportunity for educational development. The Board is committed to providing an educational environment free from unlawful harassment. Specifically, the school and its employees shall not participate in any harassment based on gender, race, or nationality or other basis impermissible under the law. Further, no student shall be allowed to participate in any harassment based on gender, race, or nationality or other basis impermissible under the law.

Harassment (including Sexual Harassment)

It is the policy of TACS to maintain a safe learning environment for all students. TACS prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation. It shall be a violation of School policy for any student, teacher, administrators, or other school personnel of this School to harass or unlawfully discriminate against a student through conduct of a sexual nature, or regarding race, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation as defined by School policy. It shall also be a violation of School policy for any teacher, administrator, or other school personnel of this School to tolerate sexual harassment or harassment because of a student's race, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation, as defined by School policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the school.

For purposes of School policy, sexual harassment is defined as unwelcome sexual advances or requests for sexual favors, can be verbal or physical, and contains one or more of the following elements:

- Submission to sexual advances is made (explicitly or implicitly) a condition of a student's academic status;
- Submission or rejection of sexual advances is used as a basis for evaluating a student's performance;
- Interferes with a student's educational performance; or;
- Creates an intimidating, hostile, or offensive educational environment.

Prohibition Against Drugs and Alcohol

The use of controlled substances, alcohol, and substances represented to be such, as well as the possession of drug paraphernalia, is prohibited at all times and is subject to disciplinary action.

Prohibition Against Smoking

The use, sale, transfer, and possession of tobacco products at school and at school activities are strictly prohibited.

Prohibition Against Firearms and Weapons

Possession of firearms and weapons is prohibited on school premises at all times except for law enforcement officials. For purposes of school policy, “school premises” includes all TACS buildings, grounds, vehicles, and parking areas. This prohibition also extends to the sites of on-site and off-site school activities, whether or not those school activities are conducted on TACS property.

No school official shall give consent under R.S. Mo. §571.107 for any person, other than a licensed police officer, to carry a concealed firearm into any school facility, property or activity. TACS employees who hold concealed firearms carry endorsements as described in Missouri law may NOT carry any firearm, visible or concealed, on school property or at school activities.

Law enforcement officials will be notified and the individual violating this policy will be directed to leave the premises. Students will be suspended for no less than one (1) year and are subject to permanent expulsion. However, the principal (or her designee) may modify such suspension or recommendation for expulsion on a case-by-case basis. Non-students will be barred from all school premises and school activities for a period of one (1) year. Subsequent violations by the same individual will result in additional school-related restrictions. Any employee who violates the foregoing provision may be subject to disciplinary action, up to and including termination.

Nothing in School Policy shall prohibit the School from permitting a Civil War re-enactor from bringing a Civil War era weapon to school for educational purposes so long as the weapon is not loaded.

No Child Left Behind Act (NCLB) Federal Programs Parent/Guardian Notification

No Child Left Behind (NCLB) requires notification to parents/guardians when any of the following situations exist in a school receiving Federal funds:

1. Schools must annually disseminate Federal Programs Complaint Resolution Procedures to parents/guardians of students and appropriate private school officials or representatives.
2. At the beginning of each school year, a participating school must notify the parents/guardians of each student attending a building that receives Title I funds that they may request, and the school will provide in a timely manner, information regarding the professional qualifications of their child’s classroom teachers and any paraprofessionals providing services to their child.

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3. A building that receives Title I funds must provide all parents/guardians notice that their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher or a person who is not appropriately certified.
4. When a school is identified for School Improvement, the school must notify the parents/guardians of all children in the identified Title I building of its School Improvement status. Yearly updates are provided to parents with available options until the building is no longer identified for improvement.
5. Within thirty days (30) after the beginning of the school year, a school must inform parents/guardians that their limited English proficient (LEP) child has been identified for participation in a language instruction educational program.
6. Parents/guardians of students enrolled in a persistently dangerous school, or students who are victims of violent criminal offense while on school property, must be notified of their option to transfer their student to a school that is not designated persistently dangerous.

(From the Missouri Consolidated Federal Programs Administrative Manual, January 2005)

Missouri Parent Information Resource Center (PIRC)

The following website is to inform parents and parent organizations of the existence and purpose of the Missouri Parent Information Resource Center (PIRC) <http://www.missouri-pirc.org>.

Professional Qualifications of Student's Teachers

(Also under No Child Left Behind Act Of 2001)

TACS will provide information regarding the professional qualifications of a student's teacher consistent with applicable legal requirements. Upon a parent's request, the School is required to provide to the parent in a timely manner the following information:

- When the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instructions;
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- Whether your child is provided services by paraprofessionals and, if so, their qualifications; and
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher and the field of discipline of the certification.

In addition to the information that parents/guardians request, the School must provide each individual parent/guardian the following information:

- Information on the achievement level of the parent's/guardian's child in each of the state academic assessments, as required under this part; and
- Timely notice that the parent's/guardian's child has been assigned to or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified.

School Improvement Letter

Under the federal No Child Left Behind (NCLB) Act of 2001, the school must provide notice to the parent(s) of each student enrolled in a school building if that building does not make adequate yearly progress (AYP) and is identified for school improvement.

No Child Left Behind (NCLB) requires that specific procedures be followed for filing and resolving complaints against any programs administered by the Department of Elementary and Secondary Education (DESE) under the No Child Left Behind Act (NCLB).

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

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

The written, signed complaint must be filed and the resolution pursued in accordance with school policy. The policy of TACS is as follows:

Although no member of the school community shall be denied the right to petition the Board for redress of a grievance, the complaints will be referred through the proper administrative channels for resolution before investigation or action by the Board. Exceptions are complaints that concern Board actions or operations only.

The Board advises the school community that the proper channeling of complaints involving instruction, discipline, or learning materials is as follows:

1. Teacher
2. Principal
3. Board

Any complaint about school personnel will be investigated by the principal before consideration and action by the Board.

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

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

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

*Please note: Parents of any student attending a school receiving Title I Funds may request information regarding the professional qualifications of the student's classroom teachers.

Services for Students with Disabilities

It is the policy of TACS to comply with all relevant state and federal laws pertaining to students with disabilities. Therefore, TACS will develop an individualized educational program (IEP) for each TACS student with a disability who is entitled to special educational services pursuant to the Individuals with Disabilities Education Act (IDEA), as amended and/or an accommodation plan (504 Plan) for students who are qualified pursuant to Section 504 of the Rehabilitation Act of 1973.

TACS will provide special education, accommodations and/or other services to students with disabilities in accordance with applicable laws, including the IDEA, as amended, Section 504 of Rehabilitation Act of 1973, Sections 162.670-.995, RSMo. and Missouri's State Plan for Part B, as amended. TACS assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction.

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

TACS further assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement, or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the school to meet the requirements of the Family Educational Rights and Privacy Act.

TACS 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 in the Principal's Office between 8:30 A.M. and 3:30 P.M., Monday through Friday. This notice will be provided in native languages as appropriate.

Notice Provision of the Family Educational Rights and Privacy Act (FERPA)

TACS is mandated to inform each parent/guardian or eligible student that "Directory Information" may be released by school officials, including print and electronic publications of the school. Such information is also considered a "public record," which must be released upon demand to any person who requests it under the Missouri Sunshine Law. "Directory Information" is information designated by the School which, if disclosed, would not generally be considered harmful or an invasion of privacy. TACS designates the following items as Directory Information:

Students in Kindergarten through Eighth Grade:

Student's name; parent's name; date of birth; grade level; enrollment status (e.g., full-time or part-time); participation in school-based activities and sports; weight and height of members of athletic teams; dates of attendance; honors and awards received; artwork or coursework displayed by the

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school; most recent previous school attended; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.

If you do not want TACS to disclose Directory Information from your child's education record without your prior written consent, you must opt-out on the Acknowledgement Page of this Handbook and complete the appropriate form available from the School Office. You must provide the required paperwork to the School Office not later than 10 days after the 1st day of school. For additional information, contact the school at 314-267-8191.

Reporting Child Abuse

State law requires that any school employee who knows or has reasonable cause to suspect that a child has been subjected to abuse or neglect, or observes the child being subjected to conditions which would reasonably result in abuse or neglect, must immediately report or cause a report to be made to the Missouri Division of Family Services.

Discipline Guidelines

Introduction

TACS has the authority to control student conduct that is prejudicial to good order, maintaining discipline, or the carrying out of the pedagogical mission of the schools as provided by state law. School officials are authorized to hold students accountable for misconduct in school, on school property, during school-sponsored activities and for conduct away from school or in non-school activities that affect school discipline.

Students may forfeit their right to a public education by engaging in conduct prohibited by School policy.

Disciplinary consequences include, but are not limited to, withdrawal of school privileges (athletics, intramurals, student clubs and activities, and school social events); removal for up to ten (10) school days by the principal; and long-term suspension by the principal/designee or expulsion from school by the Board.

Standards of Student Conduct

All students attending TACS are expected to display the highest standards of behavior. Students are encouraged and taught to:

- Exercise self-control;
- Demonstrate a positive attitude;
- Respect the rights and feelings of others; • Take responsibility for school property; and
- Support the learning process.

Supervision of Students

All school personnel responsible for the care and supervision of students are authorized to hold every student strictly accountable for any disorderly conduct in school or on any property of the school, on any school bus going to or returning from school or in any vehicle when that vehicle is used to transport students for the school during school-sponsored activities or during intermission or recess periods.

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Scope of Authority

The provisions of the Discipline Guidelines apply in all situations in which students are involved, including:

- Activities on school property;
- Travel on school buses or in any vehicle when that vehicle is used to transport students for the School; • Off-site school sponsored activities;
- While walking to or from school, waiting for school-provided transportation or waiting for or riding on public transportation to and from school, if the student's conduct is the result or cause of disruptive behavior on school grounds; and
- Acts of behavior, which occurs off school property and poses a threat to the safety of students and faculty or disrupts the learning environment.

Off-campus misconduct that is not school-related and adversely affects the educational climate or materially disrupts the education process will also be subject to school-related disciplinary consequences (i.e., long-term suspension and/or expulsion).

In addition, the school will seek restitution in all instances where School property is damaged, destroyed, or stolen.

Student Accountability

All students attending school will be expected to accept the obligation and responsibility to attend school on a regular basis and to comply with TACS's Discipline Guidelines and Policies. Those students who choose not to fulfill their responsibilities at school will be held accountable for their conduct. Consequences for individual acts of misconduct are calculated to discipline the student, to deter future misconduct, and to provide a safe and positive environment in which students can maximize their learning potential. Students who engage in significant acts of misconduct off campus, which materially and adversely disrupts the education of school students, will be subject to discipline up to and including expulsion.

Student's Responsibility for Items in Their Possession

Students are responsible for any contraband found in their possession. Contraband is defined as drugs, weapons, alcohol and/or other materials deemed illegal or unauthorized under Missouri and federal law, School Board policy, or the Discipline Guidelines and Policies. For purposes of the Discipline Guidelines and Policies, items are deemed to be within a student's possession if the items are found in any of the following places: student's clothing (i.e., pockets, jackets, shoes, socks, etc.), student's purse/book bag, student's desk, student's locker, and/or student's automobile located on school property.

It is each student's responsibility to check his/her person and personal belongings for possible contraband before entering school property, any school bus going to or returning from school or any vehicle when that vehicle is used to transport students for the school and school sponsored activities. Students may not possess, carry, or use radios, iPods, MP3 players, compact disc players, pagers, laser pointing devices, portable gaming systems, or other electronic devices in school or on school premises.

Violations of this policy will be handled by appropriate school personnel. The device may only be retrieved, in person, by a parent or legal guardian.

Prohibition Against Bullying (Including Cyber Bullying)

Any form of bullying or intimidation by students toward School personnel or students on school grounds, at a school sponsored activity, or in a school-related context is strictly prohibited. Bullying is defined as intentional action by an individual or group of individuals to inflict physical, emotional, or mental suffering on another individual or group of individuals.

Bullying occurs when a student:

- Communicates with another by any means including, but not limited to: face-to-face, telephone, writing, electronic communications, or Internet postings with the intention to intimidate or inflict physical, emotional, or mental harm without legitimate purpose, or
- Physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm.

Notice Provisions, Requirements, and Definitions Under the Missouri Safe Schools Act

By State law, school administrators are required to report acts of school violence to teachers and other School personnel with a need to know. School personnel with a “need to know” refers to school personnel who are directly responsible for the student’s education or otherwise interacts with the student on a professional basis while acting within the scope of their assigned duties.

School administrators will report to the appropriate law enforcement agency, as soon as possible, any of the following felonies or any act which, if committed by an adult, would be one of the following felonies if committed on school property, including, but not limited to, actions on any school bus in service on behalf of the School or while involved in school activities:

- First Degree Murder under 565.020, RSMo.;
- Second Degree Murder under 565.021, RSMo.;
- Kidnapping under 565.110, RSMo.;
- First Degree Assault under 565.050, RSMo.;
- Forcible Rape under 566.030, RSMo.;
- Forcible Sodomy under 566.060, RSMo.;
- Burglary in the First Degree under 569.160, RSMo.;
- Burglary in the Second Degree under 569.170, RSMo.;
- Robbery in the First Degree under 569.020, RSMo.;
- Distribution of Drugs under 195.211, RSMo.;
- Distribution of Drugs to a Minor under 195.212, RSMo.;
- Arson in the First Degree under 569.040, RSMo.;
- Voluntary Manslaughter under 565.023, RSMo.;
- Involuntary Manslaughter under 565.024, RSMo.;
- Second Degree Assault under 565.060, RSMo.;
- Sexual Assault under 566.040, RSMo.;
- Felonious Restraint under 565.120, RSMo.;

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- Property Damage in the First Degree under 569.100, RSMo.;
- Possession of a Weapon under 571, RSMo.;
- Child Molestation in the First Degree under 566.067, RSMo.;
- Deviate Sexual Assault under 566.070 RSMo.;
- Sexual Misconduct Involving a Child under 566.083 RSMo.; and/or
- Sexual Abuse under 566.100 RSMo.

The appropriate law enforcement agency will be notified in all situations where a student's conduct violates state law or municipal ordinances. The School will fully cooperate in any investigation and encourages personnel to prosecute students who are involved in conduct that causes physical harm to them.

In addition, if the School is notified by the juvenile officer that a petition has been filed alleging that a student has committed a serious offense against persons or property, teachers and other School personnel with a need to know will be notified of that information. Any information regarding serious offenses will be kept confidential and will only be used for the limited purposes of assuring that good order and discipline are maintained in the school. This information may not be used as the sole basis for not providing educational services to a student.

If a student's Individualized Education Plan (IEP) includes an indication that the student's condition includes violent behavior or a behavior disorder that information will be provided to teachers and other School personnel with a need to know.

I. Mandatory Discipline for Certain Weapons Violations

If a student is determined to have brought any of the following weapons to school or upon school property in violation of this and other School policies, the student shall be suspended for a period of not less than one (1) calendar year or recommended for expulsion, except that the principal may modify such suspension or recommendation for expulsion on a case-by-case basis: firearm, blackjack, concealable firearm, explosive weapon, firearm silencer, gas gun, knife, brass knuckles, machine gun, projectile weapon, rifle, shot gun, spring gun or switchblade knife. For purposes of this section, a "knife" means a dagger, dirk, stiletto, or bladed-hand instrument that is readily capable of inflicting serious physical injury or death by cutting or stabbing a person. In determining whether a student will be subject to a mandatory one (1) year suspension, a "knife" shall not include any ordinary pocketknife with a blade of four inches in length or less. However, an ordinary pocketknife with a blade of any length is a "weapon" as that term is used in this and other School policies and the possession, sale, use or transfer of a pocketknife on school property will subject a student to disciplinary action, including, but not limited to, suspension and/or expulsion.

II. Serious Violations of the School's Discipline Policy

All Class III and IV Offenses of the Discipline Guidelines and Policies are considered serious violations of the School's Discipline Policy.

III. Violent Acts

Pursuant to the Safe Schools Act, the phrase "act of school violence" or "violent behavior" means the exertion of physical force by a student with the intent to do serious physical injury to another person while on school property, including a school bus in service on behalf of the School or while involved in school activities. "Serious physical injury" is physical injury that creates a substantial risk of death or that causes serious disfigurement or protracted loss or impairment of the function of any part of

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the body. For example, assaulting a student, teacher or any other employee of the School and third degree assaults are considered violent acts.

IV. Corporal Punishment

Corporal punishment means any act of physical force upon a student for the purpose of punishment. No person employed by or volunteering on behalf of TACS shall administer or cause to be administered corporal punishment upon a student. A staff member may, however, use reasonable physical force against a student without advance notice to the principal if it is essential for self-defense, the preservation of order, or for the protection of other persons or the property of the School.

Discipline Rubric

TACS has developed discipline guidelines and a rubric that identifies inappropriate and unacceptable behaviors and the corresponding consequences for engaging in these behaviors. The rubric is designed as a guide for TACS administrators. Additional information regarding specific disruptive and inappropriate behaviors, behavior intervention strategies, and discipline consequences specific to a certain grade level are available from the Principal. Consequences may be modified to developmentally appropriate levels on a student-by-student basis.

Class I Offenses

1. Defiance of Authority – A student’s refusal to comply with a reasonable request from school personnel or outside volunteers, or disobeying any general classroom and/or school rule/expectation. Blatant behavior becomes a second office referral.
2. Academic Dishonesty – Cheating on tests, copying assignments or papers, signing parent/guardian or teacher’s signature on a document. Consequences in addition to consequences listed below: zero score on specific assignment by the teacher and a mandatory parent conference.
3. Possession, Exhibition, and/or Distribution of Obscene Literature or Material -Possessing, exhibiting, or distributing materials that offend common decency or morals.
4. Disruptive Behavior in the Classroom, School or During School Activity - Intentional acts or conduct in the classroom or in the school building or upon school grounds, which disrupt the education process. In addition, students are prohibited from bringing disruptive items to school such as, but not limited to, toys, trading cards, large amounts of money, beepers, cellular phones, radios, televisions, iPods, MP3 players, computer games, or other personal audio and electronic equipment. Any item brought to school that is not school related will be confiscated by school personnel and will be turned over to a school Administrator. The Administrator will determine when confiscated items will be returned to the student and/or parent/guardian.
5. Misuse of Computer - Any misuse of inappropriate computer and/or network practices. Computer privileges will be automatically suspended, in addition to consequences listed.
6. Tardiness – Any unexcused lateness to class beyond the scheduled time that the class begins.

1st Occurrence

2nd Occurrence

3rd Occurrence

7. Conspiracy to Commit a Class I Offense - An agreement and/or concerted effort by two or more persons to commit a Class I Offense.

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Class I Consequences

1st Occurrence K-5th

Teacher Options w/in the Classroom: Principal Conference, and/or Character Service

2nd Occurrence K-5th

Principal Conference, 1-5 day Out-of-School Suspension, and/or Character Service

3rd Occurrence K-5th

School Counselor Referral, 1-10 day Out-of-School Suspension, and Character Service

If “Teacher Options w/in the Classroom” are imposed on the first occurrence, students will receive any of the remaining “1st Occurrence” consequences if he or she is referred to the Principal’s office for not correcting misconduct.

Class II Offenses

1. Use of Abusive, Obscene, Offensive or Profane Language and/or Gestures - The use of any language, acts, unwelcome remarks or expressions, names or slurs or any other behavior including obscene gestures which is offensive to modesty or decency. Any slurs, innuendos, or other verbal or physical conduct reflecting on an individual’s gender, race, color, religion, ethnic or natural origin, sexual orientation, or disability, which has the purpose or effect of creating an intimidating, hostile or offensive educational environment. Consequences may also include referral to law enforcement authorities.
2. Gambling - Participation in games of chance for money and/or other things of value.
3. Possession of Cigarette Lighters and/or Matches - The use or possession of a cigarette lighter, matches, or other device that can be utilized to start a fire, while not in the possession of cigarettes or tobacco products.
4. Unauthorized Entry -Allowing or assisting any individual(s) to enter the school or grounds other than through designated entrances and with approval of school personnel.
5. Dangerous Behavior - Behaving in such a way that could cause injury to a student, teacher, or other staff member (e.g., running in the building, horse playing, wrestling, inappropriate use of equipment or materials, etc.).
6. Truancy - Any intentional unauthorized absence from compulsory schooling. These are absences caused by students of their own free will, and does not refer to legitimate “excused” absences, such as ones related to a medical condition as communicated by a parent/guardian to school officials.
7. Conspiracy to Commit a Class II Offense - An agreement and/or concerted effort by two or more persons to commit a Class II Offense.

Class II Consequences

1st Office Referral K-5th

Teacher options w/in the classroom: Principal Conference, School Counselor Referral, 1-3 day Out-of-School Suspension, and/or Character Service

2nd Office Referral K-5th

Principal Conference, School Counselor Referral, 1-5 day Out-of-School Suspension, and/or Character Service

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3rd Office Referral K-5th

School Counselor Referral, 5-10 day Out-of-School Suspension, Character Service

If “Teacher Options w/in the Classroom” are imposed on the first occurrence, students will receive any of the remaining “1st Occurrence” consequences if he or she is referred to the Principal’s office for not correcting misconduct.

Class III Offenses

1. Stealing - Taking something that does not belong to you. Knowingly receiving stolen property or possession of stolen property is included in this offense.
2. Vandalism - Willful or malicious damage to any school building or property, or damage to the property of an employee or another student. This includes damage to neighborhood property when on a field trip or on any school activity away from the school.
3. Extortion - Obtaining money, other articles of value, or information from someone by coercion or intimidation.
4. Possession and/or Use of Tobacco - The use or possession of tobacco or tobacco products by students in the school building, on school grounds, and at school-sponsored activities is prohibited by law.
5. Inciting to Fight and/or Contributing to a Disruptive Situation - A student provoking another student with the intentional purpose of disrupting any school function or classroom. This offense includes, but is not limited to verbal or physical harassment. Consequences may also include referral to law enforcement authorities and/or long term suspension (11-180 school days) or expulsion.
6. Bullying - Any ongoing bullying activity as defined by TACS policies.
7. Possession and/or Use of a Simulated Weapon - The possession, concealment, or display of a simulated weapon including, but not limited to, toy guns and/or cap guns.
8. Chronic Misconduct – The combination of more than four (4) office referrals for Class I and/or Class II Offenses during an academic school year.
9. Conspiracy to Commit a Class III Offense - An agreement and/or concerted effort by two or more persons to commit a Class III Offense.

Class III Consequences

1st Occurrence K-5th

Parent Conference, 1-3 day Out-of-School Suspension, and/or Character Service

2nd Occurrence K-5th

Parent Conference, 3-5 day Out-of-School suspension, Character Service, and Possible Referral for Hearing

3rd Occurrence K-5th

Parent Conference, 5-10 day Out-of-School suspension, Character Service, and Possible Referral for Hearing

Class IV Offenses

1. Possession of Identifiable Drug Paraphernalia - Possession of items used to pack, weigh, store, or contain a controlled substance at school, on school property, or during ANY school activity. In all instances, the item(s) will be confiscated.
2. Alcohol/Drug Possession and/or Consumption - Possession of, or using controlled substances at school, on school property, or during ANY school activity. In all instances, the items will be confiscated from the students and turned over to local law enforcement agencies. In no case will the student be allowed to attend school or classes under the influence of drugs or alcohol. See further explanation in “Alcohol and Other Drug Violations” under “DISCIPLINARY SITUATIONS REQUIRING CORRECTIVE MEASURES.”
3. Possession and/or Use of Toxic Substances -Use of intoxicants, which cause a loss of control or inebriation (e.g., glue, solvent, etc.) at school, on school property, or during ANY school activity.
4. Possession of drugs with intent to Sell/Distribute - The possession of a controlled substance that by virtue of the quantity, packaging or other circumstances demonstrates intent or effort to sell or distribute at school, on school property, or during ANY school activity.
5. Possession of Non-Controlled and Controlled Substances - All controlled (prescription medication) and non controlled substances (over the counter medicine) must be turned into the school office prior to the start of a school day. Parents/ guardians must complete and turn in to the office a form requesting administration of medication by school personnel. Students may not self-administer any medications including cough drops. Possession, distribution, attempt to distribute, or possession with intent to distribute a non-controlled or controlled substance will merit consequences. Consequences may also include referral to law enforcement authorities and/or long-term suspension (11-180 school days) or expulsion.
6. Distribution and/or Purchase of Non-Controlled or Controlled Substance (as explained on the previous page) – The St. Louis City Police Department will be notified and informed of the offense. The Principal will follow their recommendations for further action.
7. Threatening Another Student or School Personnel -Verbal or physical threat to do violence to another student or school personnel.
8. Fighting – Mutual combat in which both parties have contributed to the conflict, either verbally or by physical action.
9. Assault of Another Student or School Personnel - A student’s participation in any actual act or intentional touching or striking of another student or school personnel causing physical harm, or an attempt to do the same or placing a person in apprehension of immediate physical injury. Note: This offense includes, but is not limited to, biting, spitting, kicking, stepping on, stabbing/slashing, pushing/throwing students against a locker, wall, or to the ground, cutting another student’s hair, and/or urinating on another student.
10. Sexual Harassment - Actual or simulated conduct for the purpose of sexual stimulation, including but not limited to, fondling, touching, indecent exposure, or the engagement in any heterosexual or homosexual act or depiction at school, on school property, or during ANY school activity. Sexual jokes or comments, requests for sexual favors, and other unwelcome verbal conduct

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of a sexual nature on school property, during school functions, or at school-sponsored activities are prohibited.

11. Sexual Misconduct - An actual and intentional touching or fondling, which would constitute sexual contact. This offense also includes any heterosexual or homosexual act. A student's consent or voluntary participation in any sexual act or form of sexual misconduct is irrelevant, and all students found to have engaged in sexual misconduct will receive the same consequences.

12. Possession, Use, and/or Sale of Explosives - The carrying, concealing, use, sale of a bomb, dynamite, or other deadly explosives including fireworks. An explosive is defined as any explosive, incendiary, or bomb or similar device designed or adapted for the purpose of causing death, serious physical injury, or substantial property damage; or any device designed or adapted for delivering or shooting a weapon (e.g., fireworks, gas bombs, smoke bombs, stink bombs, fire bombs, etc.).

13. Possession and/or Use of a Firearm - Possession and/or use of a firearm or gun of any kind that can be used to injure someone or place someone in fear or apprehension of bodily harm.

In compliance with the "Gun Free Schools Act" (Federal) and 160.261 RSMo.: Any student who is determined to have brought a weapon (as defined in this subparagraph) to school in violation of this policy shall be suspended for a period of not less than one (1) year or expelled and will be referred to the appropriate legal authorities. The Principal may modify such suspension on a case by case basis. For the purpose of this subparagraph the term "weapon" shall mean a "firearm" as defined under 18 U.S.C. 921:

- Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive or other propellant;
- The frame or receiver of any weapon described above;
- Any firearm muffler or firearm silencer;
- Any explosive; incendiary, or poison gas;
- Any combination of parts either designed or intended for use in converting any device into any destructive device described above, and from which a destructive device may readily be assembled.

14. Possession and/or Use of Weapon Other than a Firearm - Possession and/or use of an instrument, device, or projectile that could reasonably be used to attack or defend against another person; or any instrument or device that could reasonably be used to threaten, intimidate, or inflict physical injury or harm to another person. A weapon may include but is not limited to the following:

- Knife (e.g., pocket, pen, anything with a blade.)
- Projectile weapon (e.g., pellet gun, BB gun, slingshot, bow, crossbow, etc.)
- Blackjack
- Brass knuckles
- Pepper spray
- Mace
- Laser pointer
- Normal school supplies, household items, or other materials (e.g., scissors, nail file, chains, etc.), which are used for attack, defense, to threaten, intimidate, or inflict physical injury or harm to another person.

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15. False Alarms - Pulling a fire alarm when there is no fire or smoke and/or making false bomb reports or intentionally dialing 911.
16. Arson - Starting a fire or causing an explosion with the intent to damage the personal property and/or buildings (e.g., setting papers/books on fire, placing lighted matches or burning paper in trash container, exploding fireworks/bombs, setting property or buildings on fire, etc.).
17. Conspiracy to Commit a Class IV Offense - An agreement and/or concerted effort by two or more persons to commit a Class IV Offense.

Class IV Consequences

1st Occurrence K-5th

Parent Conference, 5-10 day Out-of-School suspension, Character Service, and Referral to law enforcement (if applicable)

2nd Occurrence K-5th

Parent Conference, 10-day Out-of-School suspension, Character Service, Possible Referral for Hearing, and Referral to law enforcement (if applicable)

Explanation of Consequences

Principal Conference

The Principal will meet with the parent/guardian to discuss particular student offenses and to develop a plan of action to prevent future occurrences. The Principal's decision shall be final unless overturned through the appeal process (explained below).

Detention

After notice to the parents/guardians and approval of the building administrator, a student may be temporarily detained beyond the length of the regular school day or during regularly scheduled recesses or breaks. Failure to serve a detention will result in further disciplinary action, which may include an out-of-school suspension.

Expulsion

The exclusion from school for more than one hundred eighty (180) school days. The School Board must approve the student's readmission into TACS.

Hearing

An administrative proceeding with the Principal (or his/her designee) to determine additional consequences for student's commission of Class III and Class IV Offenses.

In-School Suspension

The interruption of classroom attendance and separation from regular school participation by official directive from the building administrator or the designated representative for a period of time not to exceed five (5) consecutive days for each offense. This does not include placing the student in another regular classroom.

Long-term Suspension

The exclusion from school for a period of eleven (11) to one hundred eighty (180) school days. A long-term suspension always follows an Out-of-School suspension.

Out-of-School Suspension

Removal of a student from school by the Principal or his/her designee for a period of time not to exceed ten (10) consecutive school days for each offense. Parents/guardians will be notified prior to imposition of suspension.

The student will not be allowed to attend school or school-sponsored activities or come upon school premises during the suspension period.

Probation

After notice to, or a conference with, the student and parents/guardians, a student may be placed on probation and required to meet certain standards in specific areas (i.e., academics, attendance, and/or behavior) where adjustment must be shown and maintained for continued placement. Probation may last until the end of the marking period or the end of school year.

Restitution

After notice to, or a conference with the student and parents/guardians, a student may be required to repair, restore, replace, or pay for damaged, vandalized, lost, or stolen school property. Restitution can also include an assignment of work or responsibilities on school premises that are given and served as consequences for violation of the standard of behavior.

Responsibilities may include, but are not limited to, removing writing from walls, picking up paper from floors and school grounds, sweeping floors, dusting erasers, washing chalkboards, grounds keeping, etc. A student, who is performing restitution must be supervised by a member of the school staff. Transportation will be the sole responsibility of the parents/guardians.

Suspension of Computer Privileges or Forfeiture of Access to Computer

Any student found responsible for misuse or inappropriate network practices may have access privileges suspended for a specific period. This will preclude students from having access to the School Mainframe, Internet or any other network services.

Procedures for Suspensions and Expulsions

I. Out-of-School Suspension (10 School Days or Less)

Principals or her designees, subject to the appropriate due process procedures and state statutes, may summarily suspend any student for up to ten (10) school days for violation of the Discipline Guidelines and Policies. Any suspension shall be immediately reported to the Principal. The Principal, or her designee, may revoke the suspension at any time.

Prior to imposing the suspension, the Principal or his/her designee must follow the following procedures:

1. Determine whether the student is a special needs student. The student is a special needs student if any of the following are present:

- Student has an IEP;
- Student has a Section 504 Plan or request;
- Student is in the process of being evaluated for a disability; or
- Student has not yet been identified as having a disability.

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If the student is not a special needs student, the Principal or his/her designee should proceed as discussed below.

2. Inform the student, verbally or in writing, of the charges against him/her and give him/her the opportunity to admit or deny the allegations.
3. If the student denies the charges, he/she must be given an explanation of the facts as known to school personnel and an opportunity to present his/her version of the incident before any consequences are imposed.
4. If he/she deems it necessary, the Principal or his/her designee may conduct a further investigation into the matter before imposing a disciplinary suspension.
5. The suspended student's parent, or legal guardian, shall be notified of the suspension within twenty-four (24) hours of the decision, which starts the seven (7) day appeal period.

For purposes of this Policy, the Principal may designate other staff to act on the Principal's behalf, subject to the Principal's supervision. In some cases, the Principal may choose to shorten the length of suspension after a parent conference or if another satisfactory solution to the problem is agreed upon. In such cases, the teacher involved in the offense resulting in suspension will be consulted.

Emergency Suspension

Any student who poses a continuing danger to persons or property or is an ongoing threat of disruption may be removed from school immediately. The notice of charges, explanation of facts and a student's opportunity to present his/her version of the facts shall be provided as soon as practicable thereafter. The Principal or his/her designee authorizing the emergency suspension shall make reasonable efforts to inform a parent/guardian of the student as soon as possible thereafter. A student subjected to emergency suspension shall not be removed from school until adequate provisions have been made for the student's transportation and safety.

II. Long-term Suspensions (11-180 School Days)

The Principal, or his/her designee, may suspend students from school for a period of eleven (11) to one hundred eighty (180) days after the student and his/her parents/guardians have been afforded a disciplinary conference. The Principal shall make known publically the regulations setting out procedures for the hearing. For purposes of this policy, the Principal may designate an administrator to act on the Principal's behalf, subject to the Principal's supervision.

During the conference, the student is subject to the following Due Process safeguards:

1. The student shall be given oral or written notice of the charges against him/her.
2. If the student denies the charges, he/she shall be given an oral or written explanation of the facts, which form the basis for the proposed suspension.
3. The student shall be given an opportunity to present his/her version of the incident before any consequences are imposed. A student has the right to bring forward witnesses on his/her behalf.
4. Prompt notification will be given to the student's parents/guardians of the administrator's actions, the reasons for such action and the right to a hearing before the Board of Directors.
5. Students do not have the right to be represented by legal counsel at a disciplinary conference; however, a parent or legal guardian may be present.

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This notice shall be provided at the conclusion of the hearing or made by certified mail, addressed to the student's parents/guardians at their last address shown in school records.

Right to Appeal

Parents/guardians may appeal the decision of the Principal (or his/her designee). The appeal must be in writing and filed with the Principal within seven (7) calendar days of notice of the suspension. Failure to file a written appeal within the specified time will constitute a waiver of the right to an appeal.

If the student gives notice that he/she wishes to appeal the long-term suspension to the Board of Directors, the suspension shall be stayed until the Board of Directors renders its decision, unless the Principal determines that the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, in which case the student may be immediately removed from school and the notice and hearing shall follow as soon as is practicable (167.171(4), RSMo.).

In the event of an appeal, the Principal shall promptly transmit to the Board of Directors a full written report of the facts relating to the long-term suspension, the action taken by the Principal and the reasons therefore.

III. Expulsions

The Board of Directors is the only governing body within the School, that may expel a student for conduct prejudicial to good order and discipline in the schools or that tends to impair the morale and good conduct of the students. Prior to expelling a student, the parents/guardians must be given notice and a hearing before the Board of Directors. The parents/guardians, or student if eighteen years or older, may waive the expulsion hearing. However, the Board of Directors must make a good faith effort to notify parents/guardians. In all Board of Directors' hearings for expulsions and/or appeals of long-term suspensions, the following procedures will be adhered to:

1. The parents/guardians will be notified in writing of:
 - a) The charges against the student;
 - b) Their right to a Board of Directors hearing;
 - c) The date, time and place of the hearing;
 - d) Their right to counsel; and
 - e) Their procedural right to call witnesses, enter exhibits and cross-examine adverse witnesses.

All such notifications will be addressed to the student's parents/guardians and mailed by certified mail and regular mail to the student's parents/guardians at the last address shown on student records.

2. Prior to the Board of Directors' hearing, the student and the student's parents/guardians will be advised of the identity of the witnesses to be called by the Principal and advised of the nature of their testimony. In addition, the student and student's parents/guardians will be provided with copies of the documents to be introduced at the hearing by the school Principal.
3. The hearings will be closed unless specified by the Board of Directors. The hearing will be open only with parental consent. At the hearing, the Principal or counsel for the Principal will present the charges and testimony and evidence to support such charges. The student, his/her

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parents/guardians or their counsel shall have the right to present witnesses, introduce exhibits and to cross-examine witnesses called in support of the charges.

4. At the conclusion of the hearing, the Board of Directors shall deliberate in executive session and shall render a decision to dismiss the charges, suspend the student for a specified period or expel the student from the School. The Principal or its counsel, by direction of the Board of Directors, shall promptly prepare and transmit to the parents/guardians written notice of the decision. Written notice of the decision will also be submitted to the Principal.

During any period of suspension (i.e., short and long-term) or expulsion, students are prohibited from being on school property at all times. In addition, students are prohibited from attending and/or participating in any School Sponsored activities on or off school property.

Further, students on suspension for any of the offenses listed under School policy or state law shall have as a condition of his/her suspension the requirement that the student is not allowed, while on suspension, to be within one thousand (1,000) feet of TACS unless the student:

- is under the direct supervision of his/her parent/guardian;
- is under the direct supervision of another adult designated by the student's parent/guardian, in advance, in writing, to the Principal of the school which suspended him/her;
- is in an alternative school that is located within one thousand (1,000) feet of a school in the School where the student attended school; or
- resides within one thousand (1,000) feet of TACS, in which case he/she may be on the property of his/her residence without direct adult supervision.

Any student violating the condition of suspension required pursuant to this section may be subject to expulsion or further suspension pursuant to School policy. In making such determination, the School shall consider whether the student poses a threat to the safety of any student or school employee and whether the student's unsupervised presence within one thousand (1,000) feet of the school is disruptive of the school's disciplinary policy. Removal of any student with a disability is subject to state and federal procedural rights.

Note: Students with special needs (i.e., disabilities, IEPs or Section 504 Plans) must be disciplined in accordance with federal and state law, as well as school policy.

Due process procedures applicable to removal, suspension, or expulsion of students from public schools under state law shall be afforded to qualified students in accordance with Board of Directors policy on Student Suspension and Expulsion. For a copy of those policies and procedures, contact your child's Special Education Case Manager.

Parent/Guardian and Student Acknowledgement

TACS expects all parents/guardians and students to read and understand the Parent and Student Handbook and the Discipline Guidelines (collectively, the "Handbook") and to follow the rules and regulations set forth in the Handbook.

Therefore, parents/guardians are required to review every page of the Handbook with their child. Discussions and reviews of the Handbook conducted by school staff are in addition to, not instead of, the parents/guardians' review. Both students and parents/guardians must acknowledge that they

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have received and reviewed the Handbook. Failure to read the Handbook or sign the Acknowledgment will not prevent students from being held accountable for their behavior and receiving consequences listed within the Handbook but could limit their access to certain programs at TACS.