

East Carter R-2 Elementary School



Student Handbook 2016-17

Approved December 2016 by the East Carter Board of Education

24 South Herren Avenue

Ellsinore, MO 63937

Phone: (573) 322-5325 opt. 4

WELCOME

The purpose of this handbook is to provide each student, parent and guardian with the rules, regulations, and procedures that have been established to create the best possible learning atmosphere for the education of all students.

The ultimate purpose of education is to help each student become an effective citizen in a democracy. Developing and accepting the responsibilities and obligations of good citizenship will help us to participate successfully in the world of tomorrow. Remember that your success in this school will be directly proportional to your efforts.

PHILOSOPHY OF EDUCATION OF EAST CARTER SCHOOLS

The primary purpose of public education is to develop the individual into a happy, useful and successful citizen. This involves the ability to supply one's most pressing needs, the production of more than one's use and giving more than one takes. It involves the development of ideals, hopes, ambitions, willingness to make sacrifices for future goods and a feeling of social responsibility and other desirable character traits.

Changes in the individual are brought about only through his/her experiences and his/her interpretation of them. The experiences which we provide in our school constitutes the subject matter of instruction and are tools, skills and factual materials which we believe the individual will need in satisfying his/her wants. The interpretation of these experiences gives us ideals which are basic character traits and desirable social habits. The practice of these ideals establishes the traits and attitudes and determines how wisely such tools will be used.

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General Information

School Entrance Age. A child must be five years of age before August 1 after the first day of the school term to be eligible for admittance to Kindergarten, and six years of age before August 1 after the first day of the school term to be eligible for 1st grade.

<p><u>Schedule</u></p> <p>*Breakfast: 7:40-8:00 Students will go to their homeroom class after eating breakfast.</p> <p>*Starting Class Time: 8:05</p> <p>*Lunch/Recess: 11:00-12:00</p> <p>*Dismissal: 3:15</p>	<p><u>School Phone</u> - (573) 322-5325</p> <p><u>School Fax Numbers</u></p> <p>Central Office Fax-(573) 322-5325</p> <p>Elementary Office Fax- (573) 322-8586</p> <p>Middle School Office Fax- (573) 322-8586</p> <p>High School Fax- (573) 322-5700</p> <p>Special Services Fax- (573) 322-5223</p> <p>Nurse Office Fax- (573) 322-8467</p>
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East Carter R-II School District

Superintendent: Richard Sullivan
24 South Herren Avenue
Ellsinore, MO 63937
PH: 573-322-5625 FAX: 573-322-8586



Dear Parents/Guardians/Patrons:

Welcome:

As Superintendent and on behalf of the Board of Education, faculty, staff and employees, I would like to welcome you to East Carter County R-II Schools. We have a talented group of hardworking and dedicated teachers and administrators at East Carter. It is an honor to be the Superintendent of Schools in this community. I believe with the cooperation of parents, community, staff and students we can fulfill the mission of educating our students.

Asbestos Notification:

The East Carter County R-II School District has an Asbestos Management Plan which places the district in compliance with the U.S. Environmental Protection Agency (EPA). The results disclosed the presence of asbestos in some locations in the District's buildings. These areas are currently being maintained to ensure that all students, employees, parents, and visitors of the East Carter County School District are provided a safe environment. The findings of the inspections are on file and available for public review at the Administrative Office.

Weather Notification/Road Conditions:

During the school year, road conditions can be affected by many things such as flooding, snow and ice. At any time during the school year poor road conditions may not be favorable for transportation purposes. Safety is always the first concern of the School District and we do our best to make the correct decision as necessary. During questionable times, please feel free to transport your children to and/or from school using your personal transportation. In conclusion, we will always do our best in making the right decision regarding school closure and will strive to make timely notification of changes to keep families informed.

If you have questions or concerns, please feel free to contact the school.

Sincerely,

Richard Sullivan
Superintendent



Dear Parents/ Guardians,

The staff and I welcome you to the East Carter R-II Elementary and a new school year. To help you enjoy your school experience, I would like to make the following suggestions:

Get to know your school. Become familiar with the location of the classrooms, lunchroom, FEMA building, guidance office, nurse's clinic and the principal's office. Become familiar with your child's schedule and what they are learning each day.

You forfeit your chance for life at its fullest when you withhold your best effort in learning. When you give the maximum to learning you will also receive the maximum in return. Even with your family's best example and your teacher's best efforts, in the end it is YOUR work that determines how much and how well you learn. When you work to your fullest capacity, you can attain the knowledge and skills that will enable you to create your future and control your destiny.

Take hold of your life. Apply your gifts and talents. Work with dedication and self-discipline. Have high expectations for you and convert every problem into an opportunity.

This handbook has been designed to provide you with necessary basic information about your school, its policies and procedures. Please review this information regularly with your child. If you have additional questions or concerns not specifically addressed in this handbook, please contact the school office at any time, or access the school website at: www.ecarter.k12.mo.us

The East Carter staff is looking forward to another successful school year for every child we serve. I am certain we will succeed with your continued interest and support.

Sincerely,

Kacie Kendrick
East Carter Elementary Principal

INTRODUCTION

Students and their educational programs are the major concerns of the East Carter R-II School District. They must receive the primary attention of the Board and all the staff members of the district. To this end, the Board and the professional support staff shall work together to establish an environment conducive to quality educational opportunities for district students.

In providing educational programs to its students, the Board seeks to achieve the following student-related goals:

- Adapt the instructional program in order to provide appropriately for each student according to specific background, capabilities, learning styles, interest and aspirations.
- Protect and observe the legal rights of students.
- Enhance the self-image of students by helping them feel respected and worthy through a learning environment which provides positive encouragement and opportunities for frequent success.
- Provide an environment of reality in which students can develop personal and civic responsibility for their actions through meaningful experiences as school citizens.
- Deal with students in matters of school discipline in a just and constructive manner.
- Provide for the safety, health and welfare of students.
- Prompt, faithful attendance and good quality classroom work.

The Superintendent of Schools shall recommend policies to the Board of Education relative to various aspects of these students' goals and shall also be responsible for the administration of those policies adopted by the Board of Education. Building principals shall confer with the Superintendent concerning desirable student policies adopted by the board of education relative to students.

Parent Expectations:

East Carter Elementary School functions best when you, as parents, cooperate with the faculty in seeing that:

- Your child attends school regularly
- Your child spends the proper amount of time in home study.
- Your child's grade card is read and studied by you.
- Your school is spoken of in favorable terms.
- Your child is counseled by you.
- You, as a parent, take an interest in your child's progress in school.
- You, as a parent, read this handbook in order to understand the policies of the school.

Not all information/policies are able to fit in this handbook, and therefore not intended to encompass or limit the School's/Administration's ability to discipline students to ensure a safe, orderly climate and productive student body.

Student Expectations:

Hallway Expectations:

1. Walk quietly in the halls.
2. Stay in a single row on the right side of the hall.
3. Keep hands to yourself, not touching the walls or artwork in the halls.

Lunchroom Expectations:

1. Keep hands, feet, and objects to yourself.
2. Use good eating manners.
3. Talk quietly to others at your table only.
4. Clean up after yourself, including the table and the floor.
5. Line up quietly when dismissed.

Playground Expectations:

1. There will be no rock throwing allowed.
2. No fighting or foul language is allowed.
3. All students must line up when called after recess.
4. Students should use the slides correctly. No more than one (1) student may go down the slide at a time..
5. Merry-Go-Round: No jumping on and off.
6. Small Animal Rides: No one may ride in the middle. There will be no bumping or pushing.
7. Students must stay within playground area. Bus loading area is not playground.
8. No hard balls allowed. Only Nerf balls and soft red playground balls will be used. Balls should not be bounced off any buildings.
9. No standing in swings, twisting swings or jumping out.
10. No teasing or name calling.
11. No climbing on bars or playing on sidewalk ramp.
12. Obey playground supervisors at all times.

Bathroom Expectations:

1. Quite at all times.
2. No horseplay in the bathroom.
3. No climbing on walls or bathroom stalls.
4. No playing in water at the sinks.
5. Clean up after yourself.

Failure to meet this expectations will result in loss of recess privileges, lunch detention and/or office referral.

OFFICE PROCEDURES

Leaving School Grounds. Students are not to leave school premises during school hours without checking out through the Principal's office. Passes to leave are granted for valid reasons. The legal guardian may pick up a child after checking them out in the Principal's Office and notifying the child's teacher.

Sign In/Out

If a student arrives at school after 8:00 a.m. they need to come to the office to sign in BEFORE going to the classroom.

If a parent needs to pick up a child before 3:15 they need to come to the office to sign their child out. At this time, the secretary will either call for the child to come to the office or give the parents a special pass to give to the classroom teacher.

TEACHERS WILL NOT RELEASE STUDENTS UNLESS THEY HAVE A CALL FROM THE OFFICE OR A NOTE FROM THE OFFICE.

TARDIES

Tardies will be marked from 8:05 a.m. -8:15a. m.

Students will be required to attend one day of homework hour for every 5 tardies.

EARLY PICK UPS

Attendance will be docked when students are picked up before 3:10 p.m.

Parent Drop Offs/Pick Ups

Students who are dropped off by their parents in the morning need to get here in time to finish breakfast before 8:00 a.m. If they eat breakfast at school, 7:45 a.m. would be adequate time for them to eat breakfast and get to class without being tardy.

Parents who pick their children up after school do not need to come to the building until 3:05 p.m. This is asked so that traffic in the halls are more easily monitored for the safety of our students.

Office Phone Calls

Parents and students need to communicate their plans for after school pick up/bus riding prior to coming to school to help alleviate the mass number of phone calls into the elementary office. Notes can be sent to their teachers to help this communication. ANY EMERGENCY PHONE CALLS FOR CHANGES IN PLANS NEEDS TO BE DONE BEFORE 2:30 P.M. TO ENSURE TIME TO GET THE MESSAGE TO THE STUDENT.

Only in cases of emergency will students be called to the telephone during class periods. The office telephone is for school business. Therefore, requests for its use should be made only when necessary. Personal calls that are routine in nature will not be made in the school office.

To ensure the safety of our students and for the promotion of a structured operation of daily school business, East Carter R-II has installed a communication system that integrates all classrooms and administrative offices. It is our policy to discourage classroom interruptions by telephone during instructional time. Messages may be left with the office secretaries so that school faculty members may return any calls during their prep time. Students will not be permitted to use the phones except in emergency situations.

Change in Address/Phone/Information

Any changes to the student information such as change in address, phone, or custody issues need to be reported to the office as soon as possible to ensure that the school is able to contact parents in case of emergency and for general purposes.

Child Custody

In cases where one parent or guardian has custody of a child, and the other parent or guardian is prevented by a court order from having contact with the child, the parent should notify the school and provide the elementary office with a copy of the court order. Such an order gives the school the right to call the authorities if said adult attempts to contact/pick up the child. Without a court order, the school will contact the parent who makes the request if another adult attempts contact with the child.

Visitors

Students' parents are encouraged and welcome to visit school at any time. Visitors must check into Principal's office when arriving on campus and obtain permission from the Principal before visiting any classroom. Visitors should be introduced to the teachers before classes to avoid any disruption of the normal routine. It is understood that any visitor will abide by the rules and regulations of our school. However, Administration strongly encourages visitors to limit visits **ONLY** during non-instructional time. Teachers are not required to accept visitors into their classrooms if they desire not to do so.

Under no circumstances is a person under suspension or expulsion to be allowed on the school campus. ALL visitors, before going to a classroom, will be required to clear through the Principal's office. Failure to do so will be considered an infraction of school policy. Visits by people other than parents or legal guardians are limited and will be upon Principal approval.

The practice of students who have dropped out of school and return as "visitors" will be openly discouraged.

ACADEMICS

Report Cards. Report cards will be issued four times a year. Report cards will be distributed every 9 weeks and grades averaged on the semester basis. The following reporting code is to be used:

96 – 100	A	73 – 76	C		
90 – 95	A-	69 – 72	C-		
87 – 89	B+	67 – 69	D+		
83 – 86	B	63 – 66	D		
80 – 82	B-	60 – 62	D-		
77 – 79	C+	below 60	is Failing		
A – Excellent	B – Superior	C – Average	D – Inferior	F – Failure	
		X – Improvement Needed			

Parents are strongly encouraged to come in and discuss their child’s performance with his or her teacher. The principal will provide teachers with adequate time for these conferences.

Homework. School homework shall be related to the school’s aims or philosophy of education. The assignment of homework is encouraged when it can be seen to be of benefit to the student and the following limitations are observed:

- a. Homework should not interfere with the child receiving the proper amount of rest.
- b. Homework shall not interfere with the child assuming responsibilities in the home.
- c. Homework should not take so much of the child’s time that he is denied opportunities to engage in some activities of his own choosing.

Homework is a key element of learning, and the amount will increase by grade level

Parent Teacher Conference

Parents and guardians trying to contact school faculty, are encouraged to leave a message in the office so that school faculty members may return any calls during their prep time to set up a conference if needed. To help enable our school to operate more efficiently, we ask that you contact and discuss classroom issues with the teacher first. If at this time the parent or guardian is not satisfied a conference can be set up with the building level principal. We discourage telephoning a teacher, Principal or Superintendent at home. School problems should be handled at school.

Honor Roll at the end of each 9-week grading period an Honor Roll will be compiled. To be eligible for Honor Roll a student must have an overall “B” average with no grade below a “C.” All subjects will be used in determining the Honor Roll. It is an honor to your parents, yourself and your school to achieve this standing.

New Resident Students.

Grade placement shall be the responsibility of the Principal and shall be based on general achievement, consideration being given to the mental, physical, emotional, and social maturity of the child. In general, pupils transferring to the East Carter R-II School District will be placed in the same grade level as in the school from which they transferred but children transferring may be retained or advanced in grade at the Principal’s discretion.

Promotion and Retention Policy:

A student’s achievement of the basic skills specified in the East Carter R-II curriculum for the grade level to which he/she is assigned and his/her readiness for work at the next grade level shall be required before he/she is assigned to the higher grade. Those students who have mastered the appropriate basic skills for the grade level will be promoted. Those students who have not mastered the appropriate basic skill for the grade level will be retained unless students have been identified as having learning deficiencies requiring other considerations or special education.

While the wishes and concerns of the parent or legal guardian will be given proper consideration, the decision to promote or retain is a professional decision.

In evaluating student achievement, each teacher shall make use of all available information, including results of teacher-made tests and other measures of skill and content mastery, standardized-test results, criterion reference test results, and teacher observation of student performance.

The Principal shall direct and aid the teachers in their evaluation and review grade assignments in order to ensure uniformity of evaluation standards. The Principal shall approve the final decision on promotion or retention in accordance with this policy and the administrative rules and procedures developed by the Superintendent and approved by the Board of Education.

ATTENDANCE

Philosophy

Regular attendance at school is vital to the educational and vocational success and achievement of all students regardless of age or ability. Parents will be informed, in writing, after two (2) absences and after four (4) days of being absent students will be in danger of not receiving credit.

Rationale

Parents, students, administrators and teachers all share the responsibility for maintaining regular student attendance in school. To meet that responsibility an objective and comprehensive attendance policy should be adopted by the Board of Education and made known to all parties involved.

As part of the Missouri School Improvement Program (MSIP), the Department of Elementary and Secondary Education has mandated that each school and school district in the State of Missouri meet the requirement of ninety-five percent (95%) attendance as part of the MSIP accreditation criteria.

It should be noted that since some learning experience can not be made up. Even excused absences might adversely affect a student's grade and future grade placement.

Attendance Regulations

1. Student's absences must not exceed eight (8) days per school year.
 - a. Up to 4 days a semester will be allowed.
2. Any other absence must be
 - a. Doctor excuse.
 - b. Death in the immediate family.
 - c. Court appearance.
 - d. School-sponsored trip or activity.
 - e. Illness at school excused by nurse
 - f. Family emergency illness with written documentation from physician/hospital

All excuses must be turned in to the School's Office within 5 days of student's return.

3. Out of school, suspension days shall count as part of the four (4) accepted absences.
4. Anyone ten minutes late to class will have their attendance minutes docked.

5. Tardiness exceeding 5 in a quarter will require 1 hour of make up time in homework hour for each additional tardy. This time will be made up after regular school hours. Transportation is the responsibility of the parents.

6. Upon the 5th absence (day of period) the student will be considered in violation of the attendance policy which may result in the loss of credit in the class for the semester. At this point the parent or guardian will be contacted by the building principal regarding violation of district attendance policy.

Unexcused absences exceeding 4 days in a semester will require 2 hours of makeup time for each additional unexcused absence. Make up time will be done after school hours and a letter will be sent home. Transportation is the responsibility of the parents.

Excessive absence may result in one or more of the following consequences:

- a. Exclusion from field trip and extracurricular activities
- b. Consideration for mandatory summer school
- c. Possible grade retention
- d. Referral to law enforcement and the legal system.
- e. 2 hours of make-up time after the end of the school day for each additional absence.
Transportation is the responsibility of the parents. After school make-up time needs to be completed prior to the end of the semester in which the absence occurred.

7. Any student with 10 consecutive unexcused absences will be automatically dropped from school unless parent/guardian has contacted the school principal.

8. In case of excessive absenteeism, ten (10) days or more, whether excused or unexcused a student and parent will be referred to the District Attendance Review Committee. At this meeting a student's absences as well as all relevant school records will be reviewed (grades, discipline, etc.) and a plan of action following policy will be made. Parents will be invited to the committee meeting. A parent or guardian must make a written request for a waiver of the district attendance policy. This includes written verification of all absences.

9. If a student misses fifteen (15) days of school their case may be referred to the Carter County Attendance Task Force. This task force includes the Missouri Child Service Agency (D.F.S.), representatives from the Juvenile Office as well as representatives of the school district. At this point the parents or guardian of said student may be reported for educational neglect to the Carter County Prosecuting Attorney. Excessive absenteeism, as defined by this policy, will result in the parents of the student being reported for educational neglect to appropriate authorities.

10. A student shall have five (5) days to bring an excuse following an absence and allowed to make-up homework missed for those days. After 5 days, the absence will be recorded as unexcused and make-up work will not be allowed.

11. Perfect attendance certificates will be given out the last day of school during the awards assembly. To receive a perfect attendance certificate, a student cannot miss any class during the year unless he or she is on a school-sponsored trip or activity.

Appeals Process

1. At the end of every quarter/semester a committee will review the circumstances that resulted in the student's attendance problems.
2. The committee may waive the 2/4-day absentee rule if evidence of extenuating circumstances is present, such as doctor's excuses, hospital stays, etc.
3. Failure to have a legitimate excuse for all missed days or class periods may result in the loss of credit in the class or for all classes for the semester.
4. Failure to meet with the review committee may result in the loss of credit.

In order to obtain a waiver of the attendance policy:

- a. The student, who may be accompanied by a parent or guardian, may come before the review committee.
- b. The student or parent must present to the committee, in writing, evidence of excitability, for each of the days missed.

Attendance Review Committee

1. The committee may be made up of teachers, counselor, and principal.
2. The committee will meet as needed, at the discretion of the Principal.
3. The purpose of the committee will be to review violators, make decisions if waivers of the policy are requested, and determine the consequences of the excessive absences.
4. The committee will also keep records of appeals and committee decisions for reference by future review committees, the Superintendent, or the Board.
5. The decisions of the review committee may be appealed to the Superintendent, and if necessary, to the Board of Education.

BUS

Transportation of Students on School Buses

The local administration has a measure of responsibility in training pupils to be good bus passengers and observing certain rules for good discipline and safety. The following regulations for pupil safety will be followed by students riding buses in our district:

1. Driver is in charge of the pupils and the bus. Pupils must obey the driver promptly and cheerfully.
2. Pupils should obey and respect the orders of monitors or patrols on duty.
3. Pupils must be on time; the bus cannot wait beyond its regular schedule for those who are tardy.
4. Pupils should never stand in the roadway while waiting for the bus.
5. Unnecessary conversation with the driver is prohibited.
6. Classroom conduct is to be observed by pupils while riding the bus.
7. Pupils must not at any time extend arms or head out bus windows.
8. Pupils must not try to get on or off the bus, or move about within the bus, while it is in motion.
9. Pupils must observe directions of the driver and the patrol when leaving the bus.
10. Any damage to bus should be reported at once to the driver.
11. Any student found defacing and/or destroying any school property will be subject to immediate suspension until said property has been replaced or restored to its original value at the expense of the student.

School Bus Conduct/Discipline

The East Carter County R-II School Board adopted the following policy concerning misconduct on school buses to and from school or any school activity.

- 1st Incident: “Principal/Student conference, corporal punishment, Saturday school, or in-school suspension.”
- 2nd Incident: “Principal / Student conference, corporal punishment, Saturday School, or in-school suspension.
- 3rd Incident: “3 day suspension from riding school bus to or from school. The student is to provide his or her own transportation to and from school for 3 days prior to regaining bus privileges.”
- 4th Incident: “10 day suspension from riding the bus to or from school. The student is to provide his or her own transportation to and from school for 10 days prior to regaining bus privileges.”
- 5th Incident: “The student will not be allowed to ride the school bus for the duration of the school year. The student is not suspended from school: the student is simply required to provide his or her own transportation to and from school.”

Bus- Miscellaneous

1. Anytime a child will be deviating from their normal after school routine, a note must be sent to the office. If there is an unforeseen change in which a note was not sent and you need to call school please be advised of the following:

- **Parent calls for bus transfers will not be taken after 2:30 p.m.** This policy is established to ensure that all messages get to the appropriate parties. It is established to ensure that buses leave campus in a timely manner and all students arrive safely to the proper destination. Any call after 2:30 p.m. must be an emergency situation and can only be approved by the building administrator.
- When students 6th grade and below are dropped off there must be a responsible adult or older sibling at home to supervise the child. If there is no one there, the child will be brought back to the East Carter R-II Campus. It will be the responsibility of the parent/guardian to have the child picked up.

2. Students wishing to bring guest home on the bus need to bring a parent permission note to school to be signed by the building administrator and presented to the bus driver prior to boarding the bus.

3. If a student causes damage to the bus, he/she will be held financially responsible.

4. If a student’s transportation privileges have been suspended or revoked, the student is responsible for finding alternative means of transportation to school. Students who do not find other means of transportation and do not attend school will be considered truant.

5. A severe behavior such as, but not limited to injury of a fellow student, gross disrespect or defiance of the bus driver may result in a suspension of services, revocation of services, or a police referral on a first or second referral.

6. If no one is home when a child is dropped off, this may be considered a bus offense.

SCHOOL RULES, DISCIPLINE, & PROCEDURES

Authority. All teachers have equal authority over all pupils during the time they are under the jurisdiction of school authorities. In the case that a certified teacher is not available a paraprofessional, substitute teacher, and/or secretary will have equal authority over all students during their time of supervision.

Student Dress Code

The Board of Education expects student dress and grooming to be neat, clean and in keeping with community standards, so that each student may share in promoting a positive, healthy and safe atmosphere within the School District. This expectation includes the school day and school sponsored extracurricular activities.

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. Apparel is expected to conform to reasonable student standards of modesty, and as such, no excessive or inappropriate areas of skin or undergarment 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 illegal activities is permitted. Further, no clothing or personal grooming that disrupts, or can be forecasted to disrupt, the educational environment is permitted. No body piercing other than the ear will be allowed.

Student Use and Care of School Property

The Board of Education recognizes that acts of destruction, defacing, trespassing, burglary and theft of District property are contrary to the interests of students, staff and taxpayers. The District officials will cooperate fully with all law enforcement agencies in the prevention of crimes against District property as well as in the prosecution of persons involved in such conduct.

The District will seek restitution from students and other persons who have damaged or destroyed District property. As permitted by law, the District will also seek restitution from the parent/guardian of children involved in such misconduct.

Respect for Property

State laws punish students who deface school property. Any student who willfully defaces school property or the property of other students may be required to pay in full for all damages, be subject to immediate expulsion until said property has been replaced or restored to its original value at the expense of the student, and/or may be referred to juvenile. .

Cell Phones and Nuisance Items

Students are not to bring nuisance items to school. Nuisance items would include but are not limited to radios, cassette, CD, or MP3 players, video games and players, cameras , lighters, beepers, noisemakers or any items or materials distracting to the educational process of the classroom.

Although cell phones can be a convenience item, due to the serious distraction from classroom activities caused by improper usage of cell phones, they are not to be used on campus. We request all parents and family call the School Office number should it be necessary to communicate with your student. Once students arrive on campus until they leave, cell phones are not permissible at East Carter Elementary. Calls are to be made in and through the school office should it become necessary to communicate with a student or someone inside or outside of campus.

Student Violation: The cell phone will be picked up and the student warned of the result of further violations. The student may get the phone back at the end of the day. Subsequent cell phone offenses will result in confiscation with the parent required to pick up the phone and an increasing day of ISS for each violation occurrence for the student.

Policy on Use of Controlled Substances (Drugs) and Alcohol

Any student who has a controlled substance in their possession or is under the influence of a controlled substance at school or on a school bus will be subject to disciplinary action unless the substance has been prescribed for the student's specific use by a physician. The disciplinary action would include suspension and the student would be subject to expulsion by the Board of Education. Student, parent or guardian will be allowed proper hearings, as prescribed in Missouri School Law.

Use of tobacco

Student use or possession of any kind of smoke or smokeless tobacco on school grounds is strictly prohibited.

Interrogations and Searches

Desks are public property and school authorities may make reasonable regulations regarding their use. Students, however, have the right to privacy in their desks consistent with the rules which have been established. No school official shall inspect these unless there is a reasonable cause to believe that prohibited articles are kept there. If an inspection takes place, the student or a third party shall be present.

Searches of the School Premises with and/or without Canine

To be a legal search, the following must become a part of board policy: Now and at the beginning of each school year, the parents and students of East Carter County School District will be informed that drug searches can and will take place at all or any of the East Carter County Schools. Obvious areas for search are students' locker, bathrooms, and student parking lot. The searches will be made by school personnel and/or law enforcement and may be aided by specially trained canine.

Any student who has a controlled substance in his/her possession or is under the influence of a controlled substance at school, school-sponsored activity or on a school bus, will be subject to disciplinary action unless the substance has been prescribed for the student's specific use by a physician. The disciplinary action would include suspension and the student would be subject to expulsion by the Board of Education. The student and/or substance may be turned over to proper authorities for criminal action.

Corporal Punishment

The guidelines stated below will apply to minor infractions of school regulation, regulations that are in keeping with the statutes of this state.

"A teacher has the right to inflict corporal punishment upon a pupil if such punishment is necessary to maintain order and discipline in the school; such punishment must be reasonable and proper under all the conditions and circumstances existing; it must not be excessive cruel, unusual or malicious." Opinion of Attorney General, No. 85, Stevens, June 14, 1955, Section 171.011 of the Public School Laws of Missouri.

- a. Corporal punishment will be administered by the principal or his or her designee with a certified person as witness.
- b. Corporal punishment should never be administered in the classroom in the presence of the pupil's class-mates.
- c. Parents must inform the elementary office if they do not want their child to be subjected to corporal punishment. The child may be assigned out of school suspension.
- d. Attempts will be made home to notify parents prior to administering swats; however, if the principal is unable to notify parents and the office has no record of refusal for corporal punishment for their child swats will be administered.
- e. Discipline notices listing the infraction and consequence will be mailed home.

Discipline Code

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of district schools. No code can be expected to list each and every offense which may result in the use of disciplinary action. However, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education.

Referral Issue	1st Offense	2nd or Subsequent Offense
ARSON – Starting or attempting to start a fire or causing or attempting to cause an explosion	1-10 days ISS, 1-180 days OSS, expulsion. Restitution if appropriate and notification of legal officials	1-180 days OSS, recommendation for expulsion & notification of legal officials. Restitution if appropriate.
ASSAULT /ANY ACT OF VIOLENCE – Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person	Principal/Student conference, detention, ISS, corporal punishment, alternative school, 1-180 days OSS or expulsion, notice to law enforcement officials, and documentation in the student’s discipline record.	ISS, 1-180 OSS or expulsion, notice to law enforcement officials, and documentation in the student’s discipline record.
ASSAULT OF STAFF - strikes, slaps, kicks at any staff member	1-180 day OSS or expulsion, notice to law enforcement officials, and documentation in the student’s discipline record.	1-180 day OSS or expulsion, notice to law enforcement officials, and documentation in the student’s discipline record.
BULLYING AND CYBERBULLYING – Repeated and systematic intimidation, harassment and attacks on a student or multiple students, perpetuated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put downs, threats, extortion or theft, damaging property, (see Board Policy JFCF)	Principal/Student Conference, ISS 1–180 day suspension, Corporal Punishment, notification of law enforcement	Immediate ISS 1-180 day suspension or expulsion., corporal punishment, Notification of law enforcement
BUS MISCONDUCT	Any offense committed by a student on a district-owned or contracted bus shall be punished in the same manner as if the offense had been committed at the student’s assigned school. In addition, bus riding privileges may be suspended or revoked.	
CELL PHONE/NUISANCE ITEMS – Possession and/or use by any means including video, Facebook or other forms of social media.	Item may be confiscated, warning from the Principal, ISS, ASD,, corporal punishment	Item may be confiscated, days of ISS to equal number of offenses.,
CHEATING – copying answers from another student’s work or using other fraudulent methods to gain answers; such as plagiarism.	Zero on the paper and corporal punishment, ASD, ISS.	Zero on the paper and ISS, Corporal Punishment
DISHONESTY – Any act of lying or deception, whether verbal or written, including forgery	Nullification of document and office referral, after school detention, corporal punishment	Principal/Student Conference, Nullification of document ISS or, corporal punishment
DISPARAGING OR DEMEANING LANGUAGE - Use of words or actions, verbal, written or symbolic meant to harass or injure another person; i.e., threats of violence or defamation of a person’s race, religion, gender, or ethnic origin. Constitutionally protected speech will not be punished.	Principal/student conference, corporal punishment, alternative school, 1-10 days ISS, or 1-10 days OSS	Principal/Student Conference, ISS, 1-10 days OSS, corporal punishment, alternative school, and possible documentation in

		student's discipline record*.
Referral Issue	1st Offense	2nd or Subsequent Offense
DISRESPECTFUL OR DISRUPTIVE CONDUCT OR SPEECH - Verbal, written, pictorial or symbolic language or gesture that is directed at any person and that is rude, vulgar, defiant, in violation of district policy or considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions	Principal/student conference, ISS, 1-10 days OSS, alternative school, Saturday school, corporal punishment.	Principal/Student Conference, ISS, 1-10 days OSS, 11-167 days of alternative school, corporal punishment, and possible documentation in student's discipline record
DISRESPECTFUL CONDUCT OR SPEECH DIRECTED AT A STAFF MEMBER - Conduct or verbal, written or symbolic language, which is disrespectful in nature.	Principal/student conference, corporal punishment, ISS, or 1-10 OSS.	ISS, 1-10 days OSS, 1-167 days alternative school, and possible documentation in student's discipline record.
DRUGS / ALCOHOL -- Sale, purchase, or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation	ISS, 1-10 days OSS, notification to law enforcement officials and documentation in student's discipline record,	1-10 days OSS, 11-167 Alternative School or OSS, Expulsion, and documentation in student's discipline record. Notification to law enforcement
DRUGS / ALCOHOL – Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV, or V in section 202 of the Controlled Substances Act	1-10 days OSS, 11-167 days of Alternative School or OSS, Expulsion, possible notification to law enforcement officials and documentation in student's discipline record.	1-10 days OSS, 11-167 Alternative School or OSS Expulsion, notification to law enforcement officials and documentation in student's discipline record.
DRUGS / ALCOHOL – Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202 of the Controlled Substances Act	1-10 days OSS, 11-167 Alternative School or OSS Expulsion, notification to law enforcement officials and documentation in student's discipline record (delete)	Expulsion, notification to law enforcement, and documentation in student's discipline records.
EXTORTION – Threatening or intimidating any person for the purpose of obtaining money or anything of value	Principal/student conference, Saturday school, corporal punishment, ISS, or 1-10 days OSS.	In-school suspension, 1-10 days out-of-school suspension, or expulsion, corporal punishment, 1-167 days alternative school, and possible documentation in student's discipline record.
FAILURE TO MEET CONDITIONS OF SUSPENSION – Coming within 1,000 feet of any public school in the district while on suspension for an offense that requires reporting to law enforcement or for an act of school violence or drug-related activity defined by district policy as a serious violation of the district's discipline policy. Consideration shall be given to whether the student poses a threat to the safety of any child or school employee or if disruptive to the educational process or undermines the effectiveness of the school's disciplinary policy	Verbal warning Documentation in student's discipline record.	Extend OSS 1-10 days per offense.
FALSE ALARMS – Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening, disturbing, disrupting or causing the evacuation or closure of school property.	Principal/ student conference, 1-10 days OSS or expulsion, corporal punishment, Saturday school, and possible documentation in student's discipline record and possible restitution.	ISS, 1-10 days OSS, 1-167 days alternative school, possible documentation in student's discipline record and possible restitution.
FIGHTING/ACT OF VIOLENCE -- Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.	Principal/student conference, Corporal Punishment, ISS and/or 1-10 days OSS, possible notification of law enforcement	1-10 days OSS, 11-167 days of alternative school, possible notification of law enforcement

GAMBLING – Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.	Principal/Student Conference, loss of privileges, detention, ISS, or corporal punishment	Principal/Student Conference, loss of privileges, ISS, or 1-10 days OSS.
Referral Issue	1st Offense	2nd or Subsequent Offense
HAZING – Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club, or athletic team. Hazing may occur even when all students involved are willing participants	Principal/Student Conference, ISS, corporal punishment 1-10 days OSS notification of law enforcement	1-10 days OSS, 11-167 days Alternative School or OSS, Expulsion notification of law enforcement
INCENDIARY DEVICES – Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff.	Confiscation. Warning, principal/student conference, detention, 1-10 days in-school suspension, or corporal punishment, Principal/Student Conference	Confiscation. Warning, principal/student conference, detention, ISS, 1-10 days OSS.
INSUBORDINATION – Open defiance toward any staff member	Principal/Student Conference, ISS, ASD, Corporal Punishment 1-10 days OSS	1-10 days OSS, 11-167 days Alternative School
NUISANCE / CELL PHONES ITEMS – Possession and/or use.	Item confiscated, warning from the Principal, ISS, ASD, Corporal Punishment	Item confiscated, days of ISS to equal number of offenses, ASD, Corporal Punishment
OBSCENE / OFFENSIVE LANGUAGE , gestures, profanity, writing or distribution of materials	Saturday School In school suspension Corporal Punishment 1-10 days OSS	In school suspension, 1-10 days OSS, 11-167 Alternative School, corporal punishment
OBSCENE / OFFENSIVE LANGUAGE and gestures – Directed at staff members	In School Suspension, Corporal Punishment 1-10 days OSS	1-10 days OSS, 11-167 days Alternative School, corporal punishment
PUBLIC DISPLAY OF AFFECTION – Physical contact that is inappropriate for the school setting, including but not limited to: <u>hugging, kissing, holding hands, and groping.</u>	ASD, corporal punishment, 1-10 days ISS	ISS, 1-5 days OSS, ASD, corporal punishment
SEXUAL ACTIVITY – Acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation.	Principal/Student conference, ISS,, or 1-10 days OSS, or 11-167 days of OSS or alternative school.	1-10 days OSS, 11-167 days of Alternative School or OSS
SEXUAL HARASSMENT-A – Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature that has the purpose or effect of unreasonably interfering with a student’s educational environment or creates an intimidating, hostile or offensive educational environment, including but not limited to sexual jokes or comments, requests for sexual favors and other unwelcome sexual advances	1-10 days ISS, corporal punishment, 1-10 days OSS Notification to law enforcement	ISS, corporal punishment, 1-10 days OSS, 11-167 days Alternative School Notification to law enforcement
SEXUAL HARASSMENT-B – Unwelcome physical contact based on gender or of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a student’s educational performance or creates an intimidating, hostile or offensive educational environment	1-10 days ISS 1-10 days OSS	1-10 days OSS, 11-167 days Alternative School Expulsion
TARDIES – per semester	5th tardy – homework hour or ISS	Every 5th tardy – homework hour, or ISS
THEFT – Theft, attempted theft or knowing possession of stolen property	1-10 days ISS, corporal punishment, 1-10 days OSS, Notification of legal officials, restitution	Corporal punishment, 1-10 ISS, 1-10 days OSS, 11-167 days of Alternative School, Notification of legal officials, restitution.
THREATS, VERBAL ASSAULT – verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage	Immediate ISS, Corporal Punishment, 1-10 days OSS, Notification of legal officials	Immediate ISS, 1-10 days OSS, 11-167 days Alternative School, Notification of legal officials

TOBACCO – Use/possession of any tobacco product (including e-cigarettes, blue cigarettes, etc.) on school grounds, school transportation or at any school activity	Immediate Confiscation, Principal/student conference, 1-10 days ISS, 1-10 days OSS, or corporal punishment.	Immediate Confiscation, Principal/student conference, 1-10 days ISS, 1-10 days OSS, 11-167 days alternative school, or corporal punishment.
Referral Issue	1st Offense	2nd or Subsequent Offense
TRUANCY – Absence from class/school without the knowledge and consent of parents/guardians and/or the school administration; excessive non-justifiable absences, even with the consent of parents/guardians	Principal/student conference or In-School Suspension, Out-of-School Suspension, Alternative School, Saturday school, or corporal punishment. Notification to DFS for educational neglect, ASD.	In school suspension, Out-of-School Suspension, Alternative School, Saturday school, corporal punishment, and/or completion of summer school, or retention
UNAUTHORIZED ENTRY – Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.	1-10 ISS, corporal punishment, 1-10 days OSS	1-10 days ISS, corporal punishment, 1-10 days OSS, 11-167 alternative school or OSS
VANDALISM – Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students (See Board policy ECA)	1-10 ISS, ASD, corporal punishment, 1-5 days out-of-school suspension, possible notification to law enforcement officials, restitution, and documentation in student’s discipline record.	1-10 days out-of-school suspension or expulsion, 11-167 day alternative school, notification to law enforcement officials, restitution, and documentation in student’s discipline record.
WEAPONS – Possession or use of any instrument or device, other than those defined in 18 U.S.C. 921, 18 U.S.C. 930 (g) (2) or 571.010 RSMo., which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person	1-10 days OSS 11-167 alternative school	1-10 days OSS 11-167 alternative school
WEAPONS – Possession or use of a firearm as defined in 18 U.S.C. 921 or any instrument or device defined in 571.010 RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. 930 (g) (2)	One calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent, notification of law enforcement.	Expulsion

*Any offense which constitutes a “serious violation of the district’s discipline policy” as defined in Board policy JGF will be documented in the student’s discipline record.

*East Carter School District has a student resource officer that may be part of any disciplinary action as deemed necessary by building principal or superintendent.

Appeals

In the event of a suspension for more than 10 days, the student (if 18 years of age) or the parent or others having charge and care of the pupil may appeal the suspension to the Board of Education.

Authority of Superintendent

1. The Superintendent of the Schools shall have the authority to revoke summary suspensions administered by Principals.
2. The Superintendent shall have the authority to suspend a student for a period not to exceed 180 school days.
3. If a student is suspended for more than 10 days, he/she shall have the right to appeal the suspension to the Board of Education. In the event of an appeal, the suspensions shall be stayed until the board renders a decision, unless in the judgment of the Superintendent, the student’s presence poses a continuing danger to persons or property or an on-going threat of disrupting the academic process, in which case the pupil may be immediately removed from school and the notice and hearing shall follow as soon as practical.

Board of Education Suspension and Expulsion of Students

The Board of Education, after due notice to parents or others having charge of a student and a hearing upon charges preferred, may suspend or expel a student for conduct which is prejudicial to good order and discipline in the school.

Authority of the Principal-Suspension of Students

1. The principal of a school may suspend a pupil for conduct which is prejudicial to good order and discipline in the school or which tends to impair the morale or good conduct of the pupils.
2. Any suspension of a pupil shall immediately be reported to the Superintendent, who may revoke the suspension at any time.
3. No pupil shall be suspended unless:
 - a. The pupil shall be given oral or written notice of the charges against him/her.
 - b. The pupil shall be given the opportunity to present his/her version of the incident.
4. In the event of suspension, the Principal will notify the student (if 18 years of age) or the parent or guardian of the student of the offense, the decision, the punishment and the possibility of the condition under which the student may re-enter school.
5. Elementary principals (grades PK – 5) shall in the event of a suspension:
 - a. Notify the Superintendent of Schools.
 - b. All other procedures shall be the same as in secondary schools.
6. In the event of suspension, the pupil will be given a (o) on any work during the suspension.
Some of the causes for suspension or expulsion of students are as follows:
 1. Continued willful disobedience.
 2. Deliberate trifling in school (not passing the majority of the full-credit courses).
 3. Damaging or defacing school property.
 4. Defiance or disrespect for the authority of a teacher.
 5. Repeated truancy.
 6. Profanity or vulgarity.
 7. Stealing
 8. Immoral conduct.
 9. Smoking, gambling, illegal use of drugs, etc., on school premises.
 10. Fighting / threatening behavior.
 11. Membership in a secret organization.
 12. Failure to comply with the rules and regulations regarding attendance. Suspension or expulsion from school also means suspension from all school functions.
 13. Refusal to accept corporal punishment.

GENERAL INFORMATION

Parties/Holidays.

- a. Christmas and Valentine's Day are scheduled room parties for elementary students.
- b. Personal invitations should not be handed out at school.

Reporting Safety Hazards

Any potential safety hazard that is observed by school personnel is to be reported to the Principal in writing.

Student Safety. The safety of every boy and girl is to be a matter of serious concern at all times. To assure the safety of children while attending school or under school supervision:

- School buildings and equipment, including buses, will be regularly inspected for health, fire, and safety hazards.
- Children will never be left unsupervised whether in class or on the playground, whether during class hours or during recess or lunch hour.
- Rules will be made in each school to prevent accidents in buildings and on the playgrounds.

Emergency Drills. Special drill activities will be planned by the Principal and faculty of each building to assure orderly movement and placement of students to the safest available building area.

Since many parents may not be at home, it shall be the policy to retain children and faculty at the school building in case of extreme emergency where less than one hour of warning time is known. Parents may come to the school premises to pick up their children if they so desire. Please sign your child out with the appropriate teacher.

- FIRE ALARM: Series of short blasts on the bell
- TORNADO ALARM: One continuous ring on the bell.
- EARTHQUAKE ALARM: a LONG BLAST OF A HORN.
- INTRUDER ALERT

Staff Safety

The school district will be vigorous in its protection of all employees from physical and/or psychological abuse.

Any employee who is threatened with harm is to notify his/her Principal or supervisor immediately and steps are to be taken at once to protect the employee's safety. Any adult who comes to the school and causes a disturbance will be arrested and charges pressed.

Further, the school district shall protect its employees through a comprehensive liability insurance program and the school district shall hold harmless and defend any district employee from claims for damages caused or alleged to have been caused in whole or in part by that employee while performing assigned duties as an employee of the district under the provisions of the district's liability policy, whether or not that person is employed by the district at the time of the claim is made provided that the district shall not be obligated to assume any costs or judgments held against the employee when such damages are provided to be due to the employee's willful negligence, violation or law, or criminal act as determined by a court law.

Dismissal of School for Inclement Weather

Should it be necessary to dismiss school for inclement weather or other reasons, the announcement will be sent over the school reach program, school phone message, and KFVS television. Also, athletic contests will not be played at night if school is not in session the day proceeding unless a special provision is made.

FEDERAL NOTICES

Public Notice

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The East Carter Co. R-II School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation/intellectual disability,

multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The East Carter Co. R-II School District 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.

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

The East Carter Co. R-II School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the East Carter County R-II Special Services Office upon request; during regular business hours. This notice will be provided in native languages as appropriate.

Procedure for Student Complaints and Grievances

Students have both the right and responsibility to express school-related concerns and grievances to the administration.

For the discussion and consideration of a grievance, any student or group of students should request a meeting time and place from the school Principal. One faculty member of the student's choice may be present at such meeting. Such time and place will be designated as soon as it can be arranged.

Any actions perceived to be unjustified or any decisions made by school personnel, except as otherwise provided for under student suspensions and expulsions, may be appealed to the school principal or designated representative. The following guidelines have been established by the school board for the presentation of student complaints and grievances:

The principal shall schedule a conference with the student and any staff members involved to attempt to resolve the problem.

If the problem is not resolved to the satisfaction of the student and/or parents/guardians, a request may be submitted for a conference with the superintendent of schools. The superintendent shall arrange a conference to consider the problem, and to inform participants of the action that will be taken.

If the student and/or parents/guardians are not satisfied with the action of the superintendent, they may submit a written request to appear before the Board of Education. Unless required by law, a hearing will be at the discretion of the Board. The decision of the board shall be final.

Missouri Department of Elementary & Secondary Education No Child Left Behind Act of 2001 (NCLB) COMPLAINT PROCEDURES

Missouri Department of Elementary and Secondary Education Complaint Procedures for NCLB Programs Table of Contents	
General Information	
<ol style="list-style-type: none"> 1. What is a complaint under NCLB? 2. Who may file a complaint? 3. How can a complaint be filed? 	
Complaints filed with LEA <ol style="list-style-type: none"> 4. How long will a complaint filed with the LEA be Department? investigated? 5. What happens if a complaint is not resolved at the 	Complaints filed with the Department <ol style="list-style-type: none"> 6. How can a complaint be filed with the 7. How will a complaint filed with the investigated?

local level (LEA)? services to differently?	8. How are complaints related to equitable private school children handled
Appeals 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)?	

1. What is a complaint under NCLB?

For these purposes, a complaint is an allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under NCLB.

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

4. How will a complaint filed with the LEA be investigated?

Complaints filed with the LEA are to be investigated and attempted to be resolved according to locally developed and adopted procedures.

5. What happens if a complaint is not resolved at the local level (LEA)?

A complaint not resolved at the local level may be appealed to the Department.

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

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

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

7. How will a complaint filed with the Department be investigated?

The investigation and complaint resolution proceedings will be completed within a time limit of fifty calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

1. Record. A written record of the investigation will be kept.
2. Notification of LEA. The LEA will be notified of the complaint within five days of the complaint being filed.
3. Resolution at LEA. The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. Report by LEA. Within forty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
5. Verification. Within ten days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, and/or telephone call(s).
6. Appeal. The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

8. How are complaints related to equitable services to private school children handled differently?

If the complaint is an LEA is not providing equitable services for private school children, in addition to the procedures listed in number 7 above, the complaint will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Departments' resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. An independent on-site investigation may be conducted if the Department determines that it is necessary. The investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

10. What happens if a complaint is not resolved at the state level (the Department)?

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

Parents Right to Know Policy

Dear Parent or Guardian:

Our district is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know.

Upon your request, our district is required to provide to you in a timely manner, the following information: Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

Whether the teacher is teaching under emergency or other provisional status through which state qualifications or licensing criteria have been waived.

Whether your child is provided services by paraprofessionals and, if so, their qualifications. What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to each individual parent: Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and

Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

□

Parental Information and Resource Center (PIRC)

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

PIRCs help implement successful and effective parental involvement policies, programs, and activities that lead to improvements in student academic achievement, and that strengthen partnerships among parents, teachers, principals, administrators, and other school personnel in meeting the education needs of children; and to assist parents to communicate effectively with teachers, principals, counselors, administrators, and other school personnel.

The recipients of PIRC grants are required to: serve both rural and urban areas, use at least half their funds to serve areas with high concentrations of low-income children, and use at least 30 percent of the funds they receive for early childhood parent program.

Centers must include activities that establish, expand, or operate early childhood parent education programs and typically engage in a variety of technical assistance activities designed to improve student academic achievement, including understanding the accountability systems in the state and school districts being served by a project. Specific activities often include helping parents to understand the data that accountability systems make available to parents and the significance of that data for such things as opportunities for supplemental services and public school choice afforded to their children attending buildings in school improvement.

PIRCs generally develop resource materials and provide information about high quality family involvement programs to families, schools, school districts, and others through conferences, workshops, and dissemination of materials. Projects generally include a focus on serving parents of low-income, minority, and limited English proficient (LEP) children enrolled in elementary and secondary schools.

Missouri has two PIRCs – one in St. Louis and one in Springfield. For service and contact information, go to their website at <http://www.nationalpirc.org/directory/MO-32.html>

Standard Complaint Resolution Program

DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
STANDARD COMPLAINT RESOLUTION PROCEDURE

FOR IMPROVING AMERICA'S SCHOOLS ACT PROGRAM

Updated: February 2006

This complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education under the Goals 2000: Educate American Act and the Improving America's Schools Act (IASA).

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

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

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

Proper order: Teacher, Administrative Supervisor, Superintendent.

E. Carter Co. R-2 Board Policy available upon request.

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

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

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

Nondiscrimination Statement

You cannot be discriminated against in any way on the basis of race, color, religion, sex, national origin, handicap, political affiliation or belief.

If you feel you have been denied your rights, you may file a complaint by following the Complaint/Grievance Procedures described in policies of the Board of Education. You cannot be penalized in any way for filing a complaint or talking to your employer, teacher, or supervisor.

Missouri's Healthy Children and Youth Program

If your child is currently receiving direct services from the School District, such as Speech/Language Therapy, Occupational Therapy or Physical Therapy, we want to inform you that if your child is or becomes Medicaid eligible, your child's Individual Education Plan and possibly other pertinent record, e.g., evaluations and physicals, will be reviewed by a physician retained by the District. This physician will determine whether the direct service(s) provided to your child are medically necessary as defined by Division of Social Services/Department of Medical Services.

If a physician reviews your child's records, that review will be performed without charge to you. Should you have any questions or concerns, please contact Daniel Sullivan, Special Education Director at (573) 322-8319.

Annual Notification of FERPA Rights and Designation of Directory Information

The East Carter R-II School District ("District") complies fully with the Family Educational Rights and Privacy Act ("FERPA"), which affords parents/guardians ("parents") and students who are at least age 18 ("eligible students") the following rights:

RIGHT TO INSPECT: Parents or eligible students have the right to inspect and review the student's "educational records," as that term is defined under FERPA, within 45 days of the date upon which the District receives a request for access. Parents or eligible students should submit to their School Principal a written request identifying the records to be inspected.

RIGHT TO PREVENT DISCLOSURE: Parents or eligible students have the right to prevent disclosure of educational records to third parties with certain limited exceptions. The District will attempt to limit the disclosure of information of information contained in educational records to those instances when prior written consent has been given for the disclosure. However, upon request, the District will disclose information to officials of other schools in which a student seeks or intends to enroll. The District may also disclose information under the provisions of FERPA that allow disclosure without prior written consent, as well as directory information (unless you have refused to permit such disclosure of directory information), in accordance with FERPA regulations. The District will disclose educational records to school officials who have a legitimate educational interest in the records. Officials include those persons employed by the District, whether paid or unpaid, as an administrator, supervisor, instructor, or support staff member, including health or medical staff; persons retained by our contract to the District to perform a special task, such as an attorney, auditor, etc.; or persons who are employed by the District's law enforcement unit. School officials have a legitimate educational interest if the officials are: performing a task related to a student's education; performing a task related to the discipline of a student; providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid; or maintaining the safety and security of the campus.

DESIGNATION OF DIRECTORY INFORMATION: The District has designated certain information contained in the educational records of its students as directory information for purposes of FERPA. The District considers the following to be student directory information: *Name, parent/legal guardian name, diploma received and date, awards, team and activity membership/participation, and weight and height of athletic participants.*

The District may disclose directory information for any purpose in its discretion without the consent of a parent of a student or an eligible student. Parents of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as directory information. In that case, the information will not be disclosed except with the consent of a parent or student, or as otherwise allowed by FERPA. Any parent or student refusing to have any or all of the designated directory information disclosed must file written notification to this effect with the principal of the school which the student attends. In the event a notification of refusal is not filed, the District assumes that neither the parent of the student or an eligible student objects to the release of the directory information designated.

MILITARY RECRUITER ACCESS/STUDENT RECRUITING INFORMATION: Upon request of military recruiters, the District is required by law to provide access to secondary students' name, addresses, and telephone listings. The District is also required to provide military recruiters with the same access to secondary school students as is provided generally to post secondary educational institutions or to prospective employers. However, any secondary student or parent of a secondary student may request that the student's name, address, and telephone listing not be released without prior written consent of the parent. Requests that a student's name, address, and telephone listing not be released to military recruiters must be submitted, in writing, to the following: Superintendent Richard Sullivan, East Carter R-II School District, 24 S. Herren Ave., Ellsinore, MO 63937.

RIGHT TO REQUEST AMENDMENT: Parents or eligible students have the right to request that the District correct any parts of an educational record believed to be inaccurate, misleading or otherwise in violation of your rights. A request should be submitted to the following: Superintendent Richard Sullivan, East Carter R-II School District, 24 S. Herren Ave., Ellsinore, MO 63937. Parents or eligible students must identify, in writing, the part of the record sought to be corrected and specify why it is inaccurate/misleading. If the District decides not to amend the record, it will notify the parents or eligible student and provide information on the right to a hearing to present evidence that the record should be changed.

RIGHT TO COMPLAIN TO FERPA OFFICE: Parents or eligible students have the right to file an external complaint regarding the District's implementation of FERPA, and such complaint may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202.

Annual Notification of PPRA Rights and Designation of Directory Information

The federal Protection of Pupil Rights Amendment ("PPRA") affords parents certain rights regarding a school district's initiation of certain federally funded surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in

part by a program of the U.S. Department of Education: Political affiliations or beliefs of the student or student's parent; Mental or psychological problems of the student or student's family; Sex behavior or attitudes; Illegal, antisocial, self-incriminating, or demeaning behavior; Critical appraisals of others with whom respondents have close family relationships; Legally recognized privileged relationships, such as with lawyers, doctors, or ministers; Religious practices, affiliations, or beliefs of the student or parents; or Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of: any other protected information survey, regardless of funding; any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by District or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under State law; and activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use: Protected information surveys of students; Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law. The East Carter R-II School District ("District") has adopted policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will notify parents of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The District will make the notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of specific activities and surveys covered under the requirement: Collection, disclosure, or use of personal information for marketing, sales or other distribution; Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education; and Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights under the PPRA have been violated may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920

CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES

Board Policy Concerning Athletics

Any student who participates in the intra-school athletic program is required to show proof of health insurance. If the student is not covered by an accident health insurance program at home, he will be required to purchase the accident insurance program offered through the school at the beginning of each school year. No student will be allowed to participate in a school-sponsored athletic game or practice (a game between East Carter and another school) until proof of insurance is on file in the high school Principal's office, along with a parental permission slip

to participate, signed by his or her parents. If you are in violation of the attendance policy you will be suspended from the squad until attendance requirements are met. Student athletes must be in good standings with attendance and behavior in order to have full participation privileges.

Sportsmanship

Good sportsmanship is required from all students, athletes, and spectators. Good sportsmanship is a high school tradition. Whether it's home or on the road, make our school and our community proud by displaying positive sportsmanship. Failure to display good sportsmanship may result in loss of extra curriculum attendance.

Trips

Due to our location it is necessary that our school do a great deal of traveling out of town to maintain a satisfactory activities schedule. Students on such trips are expected and required to maintain the highest standards of conduct. Attire must be neat and properly worn. Students will obey the same rules on the bus and at the destination as is expected at school. Our school has a history of having respectable behavior while on school trips. We expect compliments on the appearance and manners of our students to continue. Students who attend such out-of-town activities must go and return to school on the buses, unless the sponsor has approved other arrangements and students are signed out by parents. Failure of students to follow the above regulations will result in suspension of all privileges to attend school activities by bus.

Leaving School or School-Sponsored Trip or Activity with Someone Other than Parents

No student may leave school, school-sponsored trip or activity with a person other than his/her parent or guardian, without written consent from the parent or guardian. This written consent must be given to the person in charge prior to the departure for the trip or activity. The sponsor of the activity will keep all notes and turn them into the Principal's office.

Absence on the Day of an Activity

Students who are absent from school on the day of a special activity, athletic contest, or any other school-sponsored activity will not be able to participate in that activity during the day or evening unless beforehand arrangements have been made with the office. Students who have been sent home for health reason will not be allowed to participate in school sponsored activities. Student must be at school 4 hours, unless special circumstances have been pre-approved.

POLICY

Policy Concerning Medications

The student's authorized prescription shall provide a written request that the student be given medication during school hours. The request shall state the name of the student, name of drug, dosage, frequency of administration, route of administration, and the prescriber's name. In lieu of the prescriber's written request, the District will accept a prescription label properly affixed to the medication in question. The diagnosis/indication for use of the medicine shall be provided.

A parent/guardian must request in writing that the School District comply with the authorized prescriber's request to give medication. (The District will not administer the initial dose of any new prescription except in an emergency.)

- Over-the-Counter Medication:

The District will provide the administration of over-the-counter (OTC) Drugs. In order of an OTC medication to be administered, parent must send a request stating the name of the student, name of the drug, dosage, frequency of administration, and route of administration. The parent must provide the

medication in its original container. Tylenol (acetaminophen) will be administered when a child has a temperature of 100 degrees or higher and the district has parental permission on health form, and parents cannot be reached.

- Storage and Administration of Medication

A parent / guardian or other responsible party will deliver all medication to be administered at school to the school nurse or designee. All medication, prescription or OTC medication must be in a pharmacy or manufacturer-labeled container. The District shall provide secure, locked storage for medication. The administration of medications is a nursing activity, which must be performed by licensed personnel who are trained by the nurse to administer medications. The nurse is also empowered to contact the prescriber or pharmacies filling the prescription to discuss the prescription if the nurse has any questions regarding the administration of such medication.

- Self-Administration of Medication

An authorized prescriber may recommend that an individual student with a chronic health condition, such as asthma or other potentially life-threatening illness, assume responsibility for his or her own medication.

- Parent/Guardian Administrations

In situations where the above requirements are not met, or any time the parent/guardian chooses, the parent/guardian may come to school to administer medicine to his/her student.

EXCEPTION FOR POTENTIALLY HARMFUL ADMINISTRATION

The District will not knowingly administer any medication to a student if the school nurse believes, in his/her judgment, that such administration could cause harm to the student.

Library Circulation Policy

The purpose of the East Carter County R-II Library is to provide materials to students and faculty for research, information and pleasure. To ensure the proper circulation of these books, the teachers and students need to be aware of the policies that govern the library.

1. When a student of the library uses any book, whether in or away from the library facility, that person assumes the responsibility of the care and the return of that book in the same condition as they checked out the book.
2. The length of the checkout period of a book for a student is one week unless otherwise specified.
3. An elementary student should not have more than one book checked out at a time unless permission is given. A fine may be assessed for overdue materials.
4. Library books may be rechecked, but a student must have the library book present when it is rechecked.
5. The student assumes full responsibility for the care and condition of the library books, and agrees to pay the school for any careless misuse, damage, marking or defacing of these books. If a book is lost or damaged while a student has it checked out, the student will be charged for the book and expect to pay by the end of the quarter.
6. Failure to pay for lost or damaged material by the end of the quarter will result in the student not receiving grade cards until the fine is paid, and the loss of library privileges and /or other activities.
7. Students may at any time have their library privileges suspended for excessive noise, any behavior that disrupts the learning atmosphere of the library, or any negligent damage to library materials or facilities.
8. Teachers may reserve materials and equipment for their class use. The period of borrowing time will be agreed upon between teacher and librarian.

Student and Staff Internet Use Policy

Limited internet access is now available to students, teachers, and administrators of East Carter County R-II School District. These services offer vast, diverse and unique resources to both students and staff. The internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Our goal in providing this service to teachers and students is to promote educational excellence in school by facilitating resource sharing, innovation, and communication.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. On a global network it is impossible to control all material and an industrious user may discover controversial information. We firmly believe that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of the district.

Students and Staff Using the District's Internet Access Will Abide by the Following

1. The use of any East Carter County R-II School District network is a privilege which may be revoked by the administrators of the network at any time for abusive or inappropriate conduct. Such conduct would include, but is not limited to, the placing of unlawful information on or through the computer system, accessing another person's files or e-mail, and the use of obscene, abusive, or otherwise objectionable language or images in either public or private files or messages.
2. Students' access to the internet; may be limited to a specified number of minutes per day. The limitation will be posted at the network site.
3. The District reserves the right to inspect any material stored in files to which users have access and will edit or remove any material which the district staff, in its sole discretion, believes may be objectionable. Users of the network will not use their account to obtain, view, download, or otherwise gain access to potentially objectionable materials. This includes text material, video images or sound files that may be considered objectionable.
4. The district internet connection is provided primarily for educational purposes under the direction of district staff. Non—educational use may be limited at any time by district staff.
5. Information services and features contained on the East Carter County network are intended for the private use of its patron. Any commercial or other unauthorized use of those materials, in any form, is expressly forbidden.
6. The district does not warrant that the functions of the system will meet any specific requirements you may have, or that it will be error-free or uninterrupted; or shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or profits) sustained or incurred in connection with the use, operation, or inability to use the system.
7. Rules and regulations of system usage will be added and posted from time to time by the administrators of the district and/or the network. Users of the network are subject to these rules and regulations.
8. The East Carter County School District network is intended for the exclusive use of its registered users. As a user, you are responsible for the use of your password and account. Any problems which arise from the use of a user's account is the responsibility of the account holder. Any misuse will result in suspension of the account privileges.
9. E-mail (electronic mail) must be used responsibly. Specific user responsibilities include checking e-mail regularly, and not interfering with the network traffic by sending broadcasts to lists or individuals. E-mail accounts are to be used only by registered user.

I understand and abide by the East Carter County R-II school district Network and Internet Policy. I further understand that any violation of the regulations is unethical and may constitute a criminal offense.

PARENT OR GUARDIAN,

EACH STUDENT WILL BE ALLOWED TO USE THE INTERNET AND IS REQUIRED TO FOLLOW THE ABOVE RULES UNLESS WRITTEN NOTIFICATION IS ON FILE STATING OTHERWISE

Student Network Usage Agreement

Access to the Internet has the potential to be a tremendous resource for students and teachers at all levels. The use of an assigned account must be in support of educational research and within the objectives and goals of the East Carter R-II School District. The use of this information system is a privilege, not a right; the opportunity brings with it a number of responsibilities. In order to use the school network and Internet service available at East Carter R-II School, you and your parents must read the following information and return a signed Internet agreement, which is attached.

1. Access to the East Carter R-II School District network is a privilege that may be revoked by the administrators of the network at any time for abusive or inappropriate conduct. Such conduct includes, but is not limited to, the placing of unlawful information on or through the computer system; downloading files without express permission of the faculty; accessing another person's files or e-mail; the use of obscene, cyber bullying, abusive, or otherwise objectionable language or images in either public or private files or messages; web postings that depict and/or refer to underage drinking, smoking, or other illegal or inappropriate behavior in the use of blogs, chat rooms, USENET newsgroups, and other areas of cyberspace that would be offensive to any student, teacher, or parent. Adhere to the same standards online that are expected in the classroom. Be ethical. Do not do or say anything that your parents or teachers would not approve of. If in doubt, DON'T.
2. Rules and regulations of the system usage may be added and will be posted from time to time by the administrators of the district and/or the network. Users of the network are subject to these rules and regulations.
3. Internet access is filtered by law mandated by the Children's Internet Protection Act (CIPA). The district also filters content it deems to have no educational value or may be disruptive to the learning environment. The district will operate a technology protection measure (filtering/blocking device) on all computers with Internet access, as required by law. Everyone must realize that any type of filtering/blocking will not be 100 percent. Evasion (bypassing) or disabling of the filtering/blocking device installed by the district, including attempts to evade or disable is a serious violation of district policy and is subject to disciplinary actions. Examples of bypassing or evading the content filter are, but not limited to, HTTP proxies, proxy software, using search results to display the blocked information, etc.
4. Security on any computer system is high priority, especially when the system involves many users. Attempts to log in as any other user other than your own may result in permanent cancellation of user privileges, as will allowing anyone outside the school environment to have access to the school network. Any user identified as a security risk or having a history of problems with other computer systems may be denied access.
5. Vandalism will result in revocation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user or any of the agencies of other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading/downloading of files and/or creation of computer viruses, remotely accessing another computer on the network. All users will be held accountable for any damage they cause to district resources.
6. The district's technology resources are available on an as is, as available basis. Administrators of computer resources may suspend access to and/or availability of the district's technology resources to diagnose and investigate network problems or potential violations of the law or district policies, regulations, and procedures without notice.
7. Students are responsible for the use and privacy of their passwords and user accounts. Giving out this information to unauthorized users is forbidden; users are personally responsible for any network activity under their log-in account or name.

8. Students are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The school district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
9. Students may not install any software unless approved for use by the technology department. Installations of software not purchased by the district or approved for use by the technology department will be removed from the computer(s) and the user(s) network account will be revoked. At no time will district technology or software be removed from the district premises, unless authorized by the technology department.
10. Copyrighted materials will not be duplicated, installed on the server, reproduced, distributed, displayed for district-sponsored activities, or by using district equipment except in accordance with the law.
11. Students may not store data on the district network that is not educational in value; this includes and is not limited to, music, videos, song lyrics and pictures. Students may not use any form of removable storage device to transfer files from or to the district's network/computers.
12. Students may not use any district technology resource for the purposes other than educational work assigned by faculty/staff members and educational research. All district technology resources are to be used to fulfill assignment requirements directly related to courses of enrollment. This includes but is not limited to applications such as streaming video/music, online gaming, social networks, etc.

Internet Safety Policy

Introduction

It is the policy of East Carter R-II School District to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in the Children's Internet Protection Act.

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the East Carter R-II School District online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Supervision and Monitoring

It shall be the responsibility of all members of the East Carter R-II School District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet protection Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of Network Administrator or designated representatives.

CIPA definitions of terms:

TECHNOLOGY PROTECTION MEASURE. The term “technology protection measure” means a specific technology that blocks or filters Internet access to visual depictions that are:

1. OBSCENE, as that term is defined in section 1460 of title 18, United States Code;
2. CHILD PORNOGRAPHY, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

HARMFUL TO MINORS. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole lacks serious literary, artistic, political, or scientific value as to minors.

SEXUAL ACT; SEXUOAL CONTACT. The terms “sexual act” and “sexual contact” have the meanings given such terms in section 2246 of title 18, United States Code.

Parent Involvement Policy

PARENT/FAMILY INVOLVEMENT IN INSTRUCTIONAL AND OTHER PROGRAMS

The East Carter County R-II School District Board of Education believes that engaging parents/families in the education process is essential to improved academic success for students. The Board recognizes that a student's education is a responsibility shared by the district, parents, families and other members of the community during the entire time a student attends school. The Board believes that the district must create an environment that is conducive to learning and that strong, comprehensive parent/family involvement is an important component. Parent/Family involvement in education requires a cooperative effort with roles for the Department of Elementary and Secondary Education (DESE), the district, parents/families and the community.

Parent/Family Involvement Goals and Plan

The Board of Education recognizes the importance of eliminating barriers that impede parent/family involvement, thereby facilitating an environment that encourages collaboration with parents, families and other members of the community. Therefore, the district will develop and implement a plan to facilitate parent/family involvement that shall include the following six (6) goals:

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

The district's plan for meeting these goals is to:

1. Provide activities that will educate parents regarding the intellectual and developmental needs of their children at all age levels. This will include promoting cooperation between the district and other agencies or school/community groups (such as parent-teacher groups, Head Start, Parents as Teachers, etc.) to furnish learning opportunities and disseminate information regarding parenting skills and child/adolescent development.
2. Implement strategies to involve parents/families in the educational process, including:

< Keeping parents/families informed of opportunities for involvement and encouraging participation in various programs.

< Providing access to educational resources for parents/families to use together with their children.

< Keeping parents/families informed of the objectives of district educational programs as well as of their child's participation and progress within these programs.

3. Enable families to participate in the education of their children through a variety of roles. For example, parents/family members should be given opportunities to provide input into district policies and volunteer time within the classrooms and school programs.

4. Provide professional development opportunities for teachers and staff to enhance their understanding of effective parent/family involvement strategies.

5. Perform regular evaluations of parent/family involvement at each school and at the district level.

6. Provide access, upon request, to any instructional material used as part of the educational curriculum.

7. If practical, provide information in a language understandable to parents.

Title I, Migrant Education (MEP) and Limited English Proficiency (LEP) Programs

The Board also recognizes the special importance of parent/family involvement to the success of its Title I, MEP and LEP programs. Pursuant to federal law, the district and parents will jointly develop and agree upon a written parental involvement policy that will be distributed to parents participating in any of these programs.

Title I Program Parent Involvement

The district and parents of children participating in the Title I program will jointly develop and agree upon a written parent involvement policy that will describe how the district will:

1. Involve parents in the joint development of the Title I program plan and in the process of reviewing the implementation of the plan and suggesting improvements.

2. Provide the coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.

3. Build the schools' and parents' capacity for strong parental involvement.

4. Coordinate and integrate Title I parental involvement strategies with those of other educational programs.

5. Conduct, with the involvement of parents, an annual evaluation of the content of the parental involvement policy and its effectiveness in improving the academic quality of the schools served. This will include identifying barriers to greater participation by parents in activities authorized by law, particularly by parents who are economically disadvantaged, have disabilities, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. The district will use the findings of such evaluation to design strategies for more effective parental involvement and to revise, if necessary, the parental involvement policies.

6. Involve parents in the activities of the schools served.

Each school receiving Title I funds will jointly develop with and distribute to parents of children participating in the Title I program a written parental involvement policy agreed upon by such parents in accordance with the requirements of federal law:

1. The policy must be made available to the local community and updated periodically to meet the changing needs of parents and the school.

2. The policy shall contain a school-parent compact that outlines how parents, the entire school staff and students will share the responsibility of improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children.

3 Each school participating in the Title I program will convene a meeting annually to inform parents about Title I and to involve parents in the planning, review and improvement of Title I programs, including the planning, review and improvement of the school parental involvement policy.

Migrant Education Program Parent Involvement

Parents of students in the MEP will be involved in and regularly consulted about the development, implementation, operation and evaluation of the Migrant Education Program.

Parents of MEP students will receive instruction regarding their role in improving the academic achievement of their children.

Limited English Proficiency Program Parent Involvement

Pursuant to federal law, parents of LEP students will be provided notification regarding their child's placement in and information about the district's LEP program.

Parents will be notified of their rights regarding program content and participation.

Policy Evaluation

The district, with parent/family involvement, will review and evaluate the content and effectiveness of this policy and each school-level policy at least annually. The district will revise this policy as necessary to improve or create practices that enhance parent/family involvement.

Tentatively Approved: 03/19/09

Adopted: May 21, 2009

East Carter County R-II School District, Ellsinore, Missouri

Student Name _____

Parent/Student Signature Page

We are very proud of our students' accomplishments and may wish to put your child's picture in the newspaper. Your signature below indicates your permission to allow your child to have his/her picture in the newspaper, school website and/or yearbook.

Student Signature: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Teacher's Name: _____

Handbook Agreement

By signing below, I as a parent/guardian, am acknowledging receipt of and having read and understand the contents of the East Carter County R-2 School **Elementary School Handbook**. I and my child understand that this handbook does not contain every policy regarding discipline and that I may have to contact the school for further information. Also, that if all forms are not completed and returned to school, the student may not be able to participate in some school activities and may not be allowed to ride District Transportation.

Student Signature: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Phone number: _____

Discipline (Corporal Punishment)

_____ YES, I give my permission for my child to receive swats as a form of punishment.

_____ NO, I prefer another form of punishment other than swats.

Parent Signature: _____

Phone number: _____

Student Name: _____

NETWORK USER AGREEMENT

By signing below, I as a parent/guardian, understand and are agreeing that the student will be complying with the **Net User Agreement**.

Student Signature: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Teacher's Name: _____

