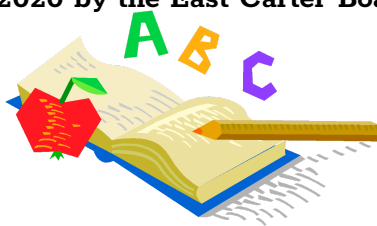


# EAST CARTER R-II ELEMENTARY 2020-2021



## STUDENT HANDBOOK

Adopted May 2020 by the East Carter Board of Education



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### Information

School Entrance Age. A child is eligible for admission to kindergarten if the child reaches the age of five (5) before the first day of August of the school year beginning in that calendar year. A child is eligible for admission to first grade if the child reaches the age of six (6) before the first day of August of the school year beginning in that calendar year.

<p><u>Schedule</u>          *Breakfast: 7:40-8:00          Students will go to their homeroom class after eating breakfast.          *Starting Class Time: 8:05          *Lunch/Recess: 11:00-12:00          *Dismissal: 3:20</p>	<p><u>School Phone</u> - (573) 322-5325  <u>School Fax Numbers</u>          Central Office Fax-(573) 322-5325          Elementary Office Fax- (573) 322-8586          Middle School Office Fax- (573) 322-8586          High School Fax- (573) 322-5700          Special Services Fax- (573) 322-5223          Nurse Office Fax- (573) 322-8467</p>
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# East Carter R-II Elementary School



## Student Handbook 2020-2021

Approved June 2019 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.



## 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 inspection 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.
- **Encourage your child to have great attendance** so they are given the maximum encouragement and instruction to become successful. This is a way that parents can help students learn to be diligent and attain the knowledge and skills that will enable them to create their own future and destiny. Being at school is an opportunity for students to find and apply their gifts and talents that teaches our students how to be successful in the future working world.
- **Please follow the school procedures** to help ensure that this learning facility is the safest place that it can be. This allows an opportunity for you to model the life long lesson to your child on how it is important to follow rules and show respect.
- **You are a vital part of your child's education.** If there is something you are unsure about or if you have a concern please contact our staff so we can clarify and help.

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](http://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, interests, 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 on homework and study time.
- Your child's grade card is read and studied by you.
- Your school is spoken of in favorable terms.
- 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.

Parents/Guardians are responsible for paying lunch bills, library fines, and bills of destruction of school property. Please keep lunch bills and fines paid in a timely manner. Failure to do so could result in loss of privileges to attend field trips, school activities, and/or playday.

**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. Small Animal Rides: No one may ride in the middle.
6. Students must stay within the playground area. Bus loading area is not the playground area.
7. No hard balls allowed. Only Nerf balls and soft red playground balls will be used. Balls should not be bounced off any buildings.
8. No standing in swings, twisting swings or jumping out.
9. No teasing or name calling.
10. No playing or climbing on bars of the 5th grade sidewalk ramp.
11. Obey playground supervisors at all times.
12. No roughhousing.

**Bathroom Expectations:**

1. Quiet 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.

**Morning Expectations**

1. Students will first go to their classrooms to put up their backpacks.
2. Next, students will go to eat breakfast if they choose and finish by 8:00.
3. Then, students will use the restroom and get a drink.
4. Students will be back in their class by 8:05.
5. Students will not be wandering the halls. They should be walking to classrooms, cafeteria, nurse (if needed), and/or bathroom.

**Afternoon Expectations**

1. Students will go directly to either the bus, parent pickup line, or homework hour in the path directed by the teacher.

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

## **OFFICE/SCHOOL 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. Only persons listed on emergency contacts will be allowed to sign out or pick up students. If a temporary pick up is needed a call or written letter must be made to the office by 2:30. Picture ID may be required before the student is released.

### 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. Attendance will be docked when students arrive late or are picked up early.

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

### Parent Drop Offs/Pickups

If students are dropped off and planning to eat breakfast they need to be dropped off by 7:45 am to make sure they have adequate time for them to eat and get to class without being tardy. If students are not going to eat breakfast they can be dropped off 5-10 minutes before 8:00am to make sure they have plenty of time to get to class on time.

Parents will drop off and pick up their students in the lower elementary parking lot. Parents will get in the parent pick up/drop off line. Students need to be ready to get out of the car as the car pulls up to the pick up/drop off stops. Parents need to be considerate of buses and allow room for buses to make turns and do not block the bus garage entrance. I understand this could be more time consuming for parents but the safety of our campus and students are a primary concern.

### 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 a 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 the school at any time. Visitors must check into the 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, the 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. Mid term reports will be sent home around four weeks into the quarter. Report cards will be issued four times a year. Report cards will be distributed every 9 weeks and grades averaged on semester basis.

The following reporting code is to be used for 2nd, 3rd, 4th, & 5th grade:

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			

The following reporting code will be used for kindergarten and 1st grade standard based report cards. :

- 4- Advanced (above grade level expectations)
- 3- Proficient (meeting grade level expectations)
- 2- Basic (just below grade level expectations)
- 1- Below Basic (well below grade level expectations)
- 0- Not Performing

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 the Honor Roll for 2nd through 5th grade, a student must have an overall “B” average with no grade below a “C.” All subjects will be used in determining the Honor Roll. To be eligible for the Honor Roll 1st grade, students must receive at least a score of “3” in all areas except “high frequency words” which can have a score of at least “2” or “3”. 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 skills 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 that will ultimately be decided on by the district. In evaluating student achievement, each teacher shall make use of all available information, including results of report cards, running records, Dibels assessments, STAR reading assessment, standardized tests, end of the year placement tests, teacher-made tests, teacher observation of student’s performance, and other measures of skills and content mastery, 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.

## **GENERAL INFORMATION**

### Parties/Holidays.

- a. Christmas and Valentine’s Day are scheduled room parties for elementary students.
- b. Personal invitations should be given to the teacher to discreetly pass out.

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: intercom call

### 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.

#### Trauma-Informed Schools

A link to DESE for trauma-informed for school and families is available on the East Carter website. It is located under "District Resources" and then "Trauma Information"

## **ATTENDANCE**

#### Philosophy

Regular attendance at school is vital to the educational and vocational success and achievement of all students regardless of age or ability.

#### 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 has been 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.

#### Attendance Procedures

The procedures for attendance are different from middle school and high school.

Documentation of absences needs to be turned into the elementary office as the student receives them. The attendance committee has set guidelines to determine days to be made up.

In a semester if a student has a total of 8 unexcused absences, parents will be required to attend an attendance committee meeting which may include the principal, counselor, resource officer, and members of the attendance committee. If parents don't show or send in writing evidence of reasons for absences the resource officer can issue them a ticket. The committee will determine if a DFS call needs to be made and if any other consequence from the handbook needs to be put into action.

#### Attendance Regulations

1. If a student is absent during the school day, he/she may not attend school functions without prior approval from the building administrator.
2. Student's absences must not exceed eight (8) days per school year.
  - a. Up to 4 days a semester will be allowed.
3. Parents will be informed, in writing, after two days of absence and after four days of being absent that students are embarking on attendance violations.

4. After the fourth day of absence for the semester, students will be considered in violation of the attendance policy. Exceeding 8 days may result in one or more of the following consequences:
  - a. Exclusion from field trips and extracurricular activities
  - b. Consideration for mandatory summer school
  - c. Possible grade retention
  - d. Referral to law enforcement and the legal system.
  - e. Hour for hour make up time.

At this point the parent or guardian will be contacted by the building principal regarding violation of district attendance policy.

Students who exceed the eight days of absences a year (5 days absence per semester) will be required an hour for hour make up time for each additional absence over the limit. Make up time will be done during before or after school. This needs to be completed prior to the end of the semester in which the absence occurred. A letter will also be sent home and/or a phone call will be made to let parents know when a student is in violation of the attendance policy and needs to start making up their time. Transportation is the responsibility of the parents. Students not making up absences may receive a failing grade in each class in which the absence occurred. Students who are assigned summer school for attendance remediation should plan to attend from the beginning of the summer program until their time is remediated.

5. In case of excessive absenteeism, nine days or more (5 or more days per semester), student and parent will be referred to the District Attendance Review Committee. The attendance committee guidelines will be followed to determine if the student needs to make up time or if an attendance committee meeting needs to be scheduled. At this point all relevant school records will be reviewed (grades, discipline, etc.) and a plan of action following policy will be made. The attendance committee will determine how many days need to be made up and if a DFS and juvenile referrals need to be made.

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

7. Excessive absenteeism, as defined by this policy, may result in the parents of the student being reported for educational neglect to the Missouri Child Service Agency (D.F.S.) and a juvenile report filed to the representative of the Juvenile Office by the attendance committee if the committee agrees. At ten days of absences, the principal and resource officer will determine if a ticket needs to be issued for educational neglect/truancy.

8. The student will have the same amount of time to make up work in relation to the amount of time that they are absent. For example: (i.e., 1 day absent = 1 day after you return homework is due, 3 days absent = 3 days after you return homework is due.) Homework not turned in within the allotted time may result in a zero for those assignments.

9. Minutes that students are tardy or leave early does contribute to the number of days missed.

10. Any OSS (out of school suspension) days will count towards absences. If a student has three different out of school suspension (OSS) occurrences it may result in loss of extra curricular activities (example: playday, field trip).

#### Attendance Appeals Process

1. Parents will be assigned a time for an attendance committee meeting.
2. Students and parents will attend the meeting. At this time parents can bring documentation of an absence.

3. The committee will then collect the information and make a decision on what the student will have to do to make up for their absent days.
4. The principal will notify parents of the decision of the committee.

#### Attendance Appeals Information

- The purpose of the committee will be to review attendance violator's cases, make decisions if waivers of the policy are requested, and determine the consequences of excessive absences.
- Each quarter/semester a committee (composed of teachers, counselor, and principal) will meet at the discretion of the principal to review the student's with excessive attendance issues.
- The committee will have discretion of waiving the four day absentee rule if evidence of extenuating circumstances are present.
- Failure to have a legitimate excuse for all missed days may result in the time needing to be made up. Failure to meet with the review committee may result in a report being made to DFS or a ticket being issued by the school's resource officer.
- The committee will also keep records of appeals and committee decisions for reference by future review committees, the Superintendent, or the Board.
- The decisions of the review committee may be appealed to the Superintendent, and if necessary, to the Board of Education.

#### Homebound

If a student is homebound they will not be allowed to participate in extracurricular activities, unless there is prior approval from administration.

## **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 a 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.
12. Drivers will report any problems with students to the transportation director.

#### 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.

- 1<sup>st</sup> Incident: "Principal/Student conference, corporal punishment, Saturday school, or in-school suspension."
- 2<sup>nd</sup> Incident: "Principal / Student conference, corporal punishment, Saturday School, or in-school suspension."

- 3<sup>rd</sup> 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.”
- 4<sup>th</sup> 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.”
- 5<sup>th</sup> 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 6<sup>th</sup> 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 guests 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**

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 to be exposed.

1. The wearing of head coverings (except for religious reasons) is prohibited in school.
2. Shoes are required. Students may not wear shoes that leave black marks on the floor. Shoes with wheels affixed to the bottom are not to be worn.

3. Eyeglasses with tinted lenses may not be worn inside the school building except for medical reasons attested to by a permission slip issued by the school nurse and/or the principal in response to a doctor's note with a time interval and limit indicated.
4. Hair: It is to be neat, clean, of a natural hair color, and out of the eyes. Athletes will be accountable to their teachers/coaches as regards to hair length. Teachers/Coaches may require a hair net or hair to be pulled back.

The attire in question will be left to the building principal's discretion. The student may be asked to change attire at school or even sent home to change. Further violations will result in disciplinary actions including:

- In school suspension (ISS)
- After school detention (ASD)
- Saturday school (SS)
- Out-of-school suspension (OSS)
- Corporal punishment (CP)

#### 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 and/or law enforcement.

#### Cell Phones and Nuisance Items

Students are not to bring nuisance items to school. Nuisance items would include but are not limited to radios, CD, MP3 players, ipods/ipads, video games and players, cameras, lighters, beepers, noisemakers, fidget spinners, 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 phone use is 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 confiscated 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 the 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

The following is a board policy that is in compliance with revised statutes of Missouri: Now and at the beginning of each school year, the parents and students of East Carter County R II School District will be informed that drug searches can and will take place at all or any of the East Carter County R II 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 canines.

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 the proper authorities for criminal action.

#### Corporal Punishment

The guidelines stated below will apply to minor infractions of school regulations, 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 (swats with a paddle) 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 classmates.
- 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 discipline code as determined by the principal, superintendent and/or Board of Education.



<b>Referral Issue</b>	<b>1st Offense</b>	<b>2nd or Subsequent Offense</b>
<b>ARSON</b> – Starting or attempting to start a fire or causing or attempting to cause an explosion	ISS, 1-180 days OSS, or recommendation for expulsion. Restitution if appropriate and notification of legal officials	1-180 days OSS or recommendation for expulsion. Restitution if appropriate & notification of legal officials.
<b>ASSAULT /ANY ACT OF VIOLENCE</b> – 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, ISS, corporal punishment, alternative school, 1-180 days OSS or expulsion & notice to law enforcement officials	ISS, corporal punishment, 1-180 OSS or expulsion & notice to law enforcement officials
<b>ASSAULT OF STAFF</b> - strikes, slaps, kicks at any staff member	ISS, swats, 1-180 day OSS or expulsion & notice to law enforcement officials	ISS, swats, 1-180 day OSS or expulsion & notice to law enforcement officials
<b>BULLYING AND CYBERBULLYING</b> – Repeated and systematic intimidation, harassment and attacks on a student or multiple students perpetrated 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, swats, 1–180 day OSS and/or & notification of law enforcement	ISS, corporal punishment, 1-180 day OSS, and/or expulsion & Notification of law enforcement
<b>BUS MISCONDUCT</b>	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.	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.
<b>CELL PHONE/NUISANCE ITEMS</b> – Possession and/or use by any means including video, Facebook or other forms of social media.	Item will be confiscated & warning from the Principal, ISS, or corporal punishment	Item will be confiscated and parents will have to pick up & days of ISS to equal number of offenses or corporal punishment
<b>CHEATING</b> – copying answers from another student’s work or using other fraudulent methods to gain answers; such as plagiarism.	Zero on the paper and swats, or ISS.	Zero on the paper and corporal punishment, swats, or ISS.
<b>DISHONESTY</b> – Any act of lying or deception, whether verbal or written, including forgery	Nullification of document and office referral, swats, principal student conference, or ISS	Nullification of document and office referral, corporal punishment, principal student conference, or ISS
<b>DISPARAGING OR DEMEANING LANGUAGE</b> - 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, swats, ISS, or 1-10 days OSS, and notification of law enforcement.	Principal/Student Conference, ISS, 1-10 days OSS, corporal punishment, alternative school, and notification of law enforcement
<b>DISRESPECTFUL OR DISRUPTIVE CONDUCT OR SPEECH</b> - 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, corporal punishment.	Principal/Student Conference, ISS, 1-10 days OSS, 1-169 days of alternative school, or corporal punishment
<b>DISRESPECTFUL CONDUCT OR SPEECH DIRECTED AT A STAFF MEMBER</b> - Conduct or verbal, written or symbolic language, which is disrespectful in nature.	Principal/student conference, swats, ISS, or 1-10 OSS.	ISS, swats, 1-10 days OSS, & 1-180 days alternative school
<b>DRUGS / ALCOHOL</b> -- Sale, purchase, or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation	ISS, 1-10 days OSS, 1-180 days of alternative school, or expulsion & notification to law enforcement officials	1-10 days OSS, 11-180 Alternative School or OSS, or Expulsion & notification to law enforcement

<b>Referral Issue</b>	<b>1st Offense</b>	<b>2nd or Subsequent Offense</b>
<b>DRUGS / ALCOHOL</b> – 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 schedule I, II, III, IV, or V in section 202 of the Controlled Substances Act	ISS, 1-10 days OSS, 1-180 days of Alternative School or OSS, or Expulsion & notification to law enforcement officials	1-10 days OSS, 11-180 Alternative School or OSS, or Expulsion & notification to law enforcement officials.
<b>DRUGS / ALCOHOL</b> – 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, 11-180 Alternative School or OSS Expulsion, notification to law enforcement officials and documentation in student’s discipline record	1-10 days OSS, 1-180 Alternative school, or Expulsion & notification to law enforcement
<b>EXTORTION</b> – Threatening or intimidating any person for the purpose of obtaining money or anything of value	Principal/student conference, corporal punishment, ISS, or 1-10 days OSS. & possible notification of law enforcement.	ISS, 1-10 days OSS, or expulsion, corporal punishment, or 1-180 days alternative school, & possible notification of law enforcement
<b>FAILURE TO MEET CONDITIONS OF SUSPENSION</b> – 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 & notification of law enforcement.	Extend OSS 1-10 days per offense. & notification of law enforcement.
<b>FALSE ALARMS</b> – 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, ISS, 1-10 days OSS, swats, & notification of law enforcement & possible restitution.	ISS, 1-10 days OSS, 1-180 days alternative school, or expulsion and notification of law enforcement & possible restitution.
<b>FIGHTING/ACT OF VIOLENCE</b> -- 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, notification of law enforcement	ISS, swats, 1-10 days OSS, 11-180 days of alternative school, & notification of law enforcement
<b>GAMBLING</b> – 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.
<b>HAZING</b> – 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, or 1-10 days OSS & notification of law enforcement	1-10 days OSS, 11-180 days Alternative School or OSS, or Expulsion & notification of law enforcement
<b>INCENDIARY DEVICES</b> – 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, ISS, 1-10 days OSS ,or corporal punishment, & possible notification of law enforcement	Confiscation.principal/student conference,ISS,1-180 days alternative school and/or 1-10 days OSS. & possible notification of law enforcement
<b>INSUBORDINATION</b> – Open defiance toward any staff member	Principal/Student Conference, ISS, swats, or 1-10 days OSS	ISS, swats, 1-10 days OSS or 11-180 days Alternative School
<b>OBSCENE/OFFENSIVE LANGUAGE-</b> gestures, profanity, writing, or distribution of materials directed at other students or staff.	ISS, swats, and or 1-10 days OSS	ISS, swats, and/or 1-10 days OSS

<b>PUBLIC DISPLAY OF AFFECTION</b> – Physical contact that is inappropriate for the school setting, including but not limited to: hugging, kissing, holding hands, and groping.	Principal/Student conference, corporal punishment, or 1-10 days ISS	ISS, 1-10 days OSS, or corporal punishment
<b>Referral Issue</b>	<b>1st Offense</b>	<b>2nd or Subsequent Offense</b>
<b>SEXUAL ACTIVITY</b> – Acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation.	Principal/Student conference, swats, ISS, 1-10 days of OSS, and/or alternative school	ISS, swats, 1-180 days of Alternative School and/or 1-180 days OSS
<b>SEXUAL HARASSMENT-A</b> – 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	ISS, corporal punishment, or 1-10 days OSS & Notification to law enforcement	ISS, corporal punishment, 1-10 days OSS, or 11-180 days alternative School & Notification to law enforcement
<b>SEXUAL HARASSMENT-B</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	ISS, swats, or 1-10 days OSS & notification to law enforcement	1-10 days OSS, 11-180 days Alternative School, or Expulsion & Notification to law enforcement
<b>TECHNOLOGY USAGE VIOLATION (EHB POLICY)</b> - intentionally bypassing district content filters, sharing of passwords & logins, logging onto any other persons account.	Principal student conference, ISS, swats, loss of technology privileges, and/or 1-10 OSS	ISS, swats, loss of technology privileges, and/or 1-10 OSS
<b>THEFT</b> – Theft, attempted theft or knowing possession of stolen property	ISS, swats, or 1-10 days OSS, & Notification of law officials, restitution	Corporal punishment, ISS, 1-10 days OSS, or 11-180 days of Alternative School, & Notification of law officials, restitution.
<b>THREATS, VERBAL ASSAULT</b> – verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage	ISS, swats, 1-10 days OSS, or 1-180 days of alternative school & notification of law officials	ISS, 1-10 days OSS, or 11-180 days Alternative School, & Notification of law officials
<b>TOBACCO</b> – Use/possession of any tobacco products (including e-cigarettes, blue cigarettes, etc.) on school grounds, school transportation or at any school activity	Confiscation, Principal/student conference, ISS, 1-10 days OSS, or swats	Immediate Confiscation, ISS, 1-10 days OSS, 1-180 days alternative school, or swats
<b>TRUANCY</b> – 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 ISS, Saturday school, homework hour, or corporal punishment. & Notification to DFS/juvenile/law enforcement for educational neglect	ISS, 1-180 Alternative School, Saturday school, homework hour, corporal punishment, and/or completion of summer school, or retention & Notification to DFS/juvenile/law enforcement for educational neglect
<b>UNAUTHORIZED ENTRY</b> – 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.	ISS, corporal punishment, or 1-10 days OSS & possible notification of law enforcement	ISS, corporal punishment, 1-10 days OSS, 11-180 alternative school & possible notification of law enforcement
<b>VANDALISM</b> – Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students (See Board policy ECA)	ISS, swats, or 1-10 days out-of-school suspension, & possible notification to law enforcement officials and/or restitution,	1-10 days OSS, 1-180 days of alternative school, or expulsion, & notification to law enforcement officials and/or restitution,
<b>WEAPONS</b> – 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 and/or Notification to law enforcement	1-10 days OSS, 1-180 alternative school, or expulsion & Notification to law enforcement
<b>WEAPONS</b> – 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	One calendar year suspension or expulsion, unless modified	Expulsion

instrument or device defined as a dangerous weapon in 18 U.S.C. 930 (g) (2)	by the Board upon recommendation by the superintendent, notification of law enforcement.	Notification to law enforcement
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\*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 the 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 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 suspension 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 ongoing 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 conditions under which the student may re-enter school.
6. In the event of suspension, the pupil will be given a (0%) on any work during the suspension.
7. Suspension or expulsion from school also means suspension from all school functions during the suspension/expulsion..
8. If a student has three different out of school suspension (OSS) occurrences it may result in loss of extra curricular activities (example: playday, field trip).

## **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, the student 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 the student's parent/guardian. If a student is in violation of the attendance policy the student will be suspended from the squad until attendance requirements are met. In order to have full participation privileges student athletes must be in compliance with the athletic handbook which requires good standings with attendance, grades, and behaviors.

### 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 extracurricular 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/guardians. 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 eligible to participate in that activity during that day or evening unless advance arrangements have been made with the principal. Students who have been sent home for health reasons will not be allowed to participate in school sponsored activities that day unless arrangements are made with the principal.. Students must be at school 4 hours, unless special circumstances have been pre-approved.

## **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.

### **LEA PARENT AND FAMILY ENGAGEMENT**

Section 1112 (b) (3) and (7) and Section 1116

The LEA will conduct outreach and engage parents of participating children, including parents of migrant and EL children, in meaningful consultation to plan and implement parent involvement programs, activities, and procedures.

#### **LEA Parent and Family Engagement Policy**

##### **Policy Development**

The LEA parent and family engagement policy is developed jointly with, agreed on with, and distributed to parents of participating children.

Section 1116 (a)(2)

Describe how the LEA involves parents in the joint development of the LEA parent and family engagement policy

The district conducts a Federal Programs Evaluation Meeting to make necessary revisions to the parent and family engagement policy.

Describe how the LEA seeks and obtains the agreement of parents with the parent and family engagement policy

A signed meeting agenda and meeting notes document that the LEA has obtained input/agreement from parents in regards to the parent and family engagement policy.

Describe how the LEA distributes the LEA parent and family engagement policy to parents of participating children

The parent and family engagement policy is distributed to parents and students in the building handbooks at the beginning of each year and/or upon enrollment.

##### **Plan Development**

The LEA parent and family engagement policy establishes expectations and objectives for meaningful parent and family involvement Section 1116(a)(2)

The LEA involves parents and family members in jointly developing the local educational agency plan Section 1116 (a)(2)(A)

Describe how the LEA involves parents and family members in jointly developing the local education agency plan

The district conducts a Federal Programs Evaluation Meeting to make necessary revisions to the local education agency plan.

Check all that apply:

No Comprehensive Accountability and Targeted Accountability schools have been identified in the LEA. Section 1116 (a)(2)(A) and Section 1111(d)(1)(2)

**Capacity Building**

The LEA provides coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the LEA in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance, (which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education.) Section 1116 (a)(2)(B) Describe coordination, technical assistance, and other support

A Federal Programs Advisory meeting is hosted to make necessary changes to the program plans and parental involvement activities are established for the upcoming year in coordination with parents of the community.

**Coordination & Integration**

The LEA coordinates and integrates parent and family engagement strategies under this part with parent and family engagement strategies, if feasible and appropriate, with other relevant Federal, State, and local laws and programs. Section 1116(a)(2)(C)

Mark all relevant Federal, State, and local laws and programs that are coordinated and integrated with the Title I.A program

**ESEA**

Title I School Improvement (a)

Title I.C Migrant

Title I.D Delinquent

Title II.A

Title III EL

Title III Immigrant

Title IV.A

Title V.B

School Improvement Grant (g) (SIG)

**Other Acts**

Spec. Ed. State and Local Funds

Spec. Ed. Part B Entitlement

Perkins Basic Grant - Postsecondary

Perkins Basic Grant - Secondary

State and Local Funds

Workforce Innovation and Opportunity Act

Head Start

McKinney-Vento

Adult Education and Family Literacy

Others

Describe how the LEA will coordinate and integrate family engagement strategies with these laws and/or programs

The district follows Federal guidelines in regards to coordinating and integrating family engagement activities for their students.

### **Annual Evaluation**

The LEA conducts, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of all schools served under this part. Section 1116 (a)(2)(D)

Describe annual evaluation

The district conducts an annual evaluation of the Federal Programs offered in the district and makes necessary revisions to improve the academic quality of schools served under the Title Programs.

As part of the annual evaluation of the content and effectiveness of the parent and family engagement policy, the LEA identifies;

Barriers to greater participation by parents of participating children (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background)

Describe method(s) for identifying barriers

The district has identified a lack of awareness and/or interest pertaining to instructional practices and interventions provided. The district will take opportunities to promote their involvement by publishing engagement activities on the district website, fliers sent home, and on the new district digital marquee.

The needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers

Describe method(s) for identifying needs

The district provides open house nights, parent/teacher conferences and the use of Remind 101/Class DoJo for school personnel and teachers to engage with parents.

Strategies to support successful school and family interactions

Describe method(s) for identifying strategies

Parent Involvement nights are hosted quarterly to provide an opportunity for the community/families to interact with staff personnel within the school.

The LEA will use the findings of the annual evaluation of the parent and family engagement policy to design evidence-based strategies for more effective parental involvement, and to revise, if necessary, the parent and family engagement policy. Section 1116 (a)(2)(E)

The LEA will involve parents in the parent and family engagement activities of the Title I served schools (which may include establishing a parent advisory board for the purpose of developing, revising, and reviewing the parent and family engagement policy.) Section 1116 (a)(2)(F)

### **Parent Notification**

The Elementary and Secondary Education Act (ESEA) requires notification to parents when any of the following situations exist in a Local Education Agency (LEA) receiving federal funds. Additional information regarding these requirements can be found in this manual.

1. LEAs must annually disseminate DESE's ESSA Complaint Procedures to parents of students and appropriate nonpublic school officials or representatives.
2. At the beginning of each school year, a participating LEA must notify the parents of each student attending a school that receives Title I.A funds that they may request, and the LEA will provide in a timely manner, information regarding the professional qualifications of their child's classroom teachers and any paraprofessionals providing services to their child.



3. A school that receives Title I.A funds must provide all parents notice their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher or a person who is not appropriately certified.
4. Within 30 days after the beginning of the school year, an LEA must inform parents their child has been identified for participation in a language instruction educational program.
5. Parents/guardians of students enrolled in a persistently dangerous school or students who are victims of violent criminal offense while on school property must be notified of their option to transfer their student to a school that is not designated persistently dangerous.
6. Testing Transparency – LEAs must make available to the public for each grade and each assessment required by the state, the following: a. the subject matter assessed; b. the purpose for which the assessment is designed and used; c. the source of the requirement for the assessment (statutory cite); d. the amount of time spent on the assessment; e. the schedule for administering the assessment; and, f. the time and format for disseminating results.

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

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

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

**1. What is a complaint?**

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

## **2. Who may file a complaint?**

Any individual or organization may file a complaint.

## **3. How can a complaint be filed?**

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

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

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

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

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

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

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

1. A statement that a requirement that applies to an ESSA 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 forty-five 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 thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered a public record and may be made available to parents, teachers, and other members of the general public.
5. **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
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 nonpublic school children handled differently?**

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

## **9. How will appeals to the Department be investigated?**

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

## **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 information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

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

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent

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

#### 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 programs.

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

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

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

#### 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 Veronica Hollis, 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 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 a 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 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

### **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

## **POLICY**

### **Health Office Policy**

Please notify the school nurse or school personnel of any illness or medical condition for which your child is being treated or monitored.

A parent, guardian or designated contact will be notified immediately to pick up a child from school who presents any of the following conditions:

- Signs or symptoms of a communicable disease that cannot be contained at school;
- Localized rash causing acute discomfort or systemic rash of undetermined origin as a sign of potential illness;
- An oral temperature greater than 100 degrees. All students must be fever free for 24 hours without the aid of fever reducing medication before returning to school.
- Signs or symptoms of acute illness, serious accident/injury;
- Vomiting (not related to a single event such as gagging, positioning, mucus, running after eating, or eating spicy food);
- Diarrhea of two or more loose watery stools;
- Asthma symptoms that do not respond to prescribed medication or no prescribed medication is available for treatment of asthma symptoms;
- Diabetes with a blood sugar greater than 400 and positive ketones or inadequate supplies to treat diabetes at school;
- Uncontrolled coughing;
- Pink eye or purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge). The student must receive treatment for 24 hours before returning to school or provide a note from a health care provider stating that the condition is not contagious and the student may return to school;
- Live head lice (defined as live insects or nits closer than ¼ inch from the scalp before treatment). The student shall return as soon as possible after treatment.

According to the assessment of the School Nurse, if staying in the classroom is counterproductive to the student's education, or the safety and wellness of others, a decision may be made to send the student home.

The parent will be expected to come for the child within an hour or a reasonable time agreed upon with the nurse or school personnel. In the event the parent, guardian or designated contact cannot be reached, a parent conference may be held at the earliest opportunity to establish correct contact numbers, school district expectations and parental responsibilities.



Any additional guidelines necessary for special needs students will be addressed in the Individualized Health Care Plan.

In the event of a student medical emergency, school personnel may call 911, and the student may be transported to a medical facility via ambulance. The cost of services provided by ambulance, private physician, clinic, hospital, or dentist remain the responsibility of the parent/guardian and will not be assumed by East Carter R-II School District or school district personnel.

It is our goal to provide a safe, healthy environment that promotes learning for all students.

### **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, parents 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.

## **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; SEXU0AL CONTACT. The terms “sexual act” and “sexual contact” have the meanings given such terms in section 2246 of title 18, United States Code.

## **TECHNOLOGY USAGE**

The East Carter R-II School District's technology exists for the purpose of enhancing the educational opportunities and achievement of district students. Research shows that students who have access to technology improve achievement. In addition, technology assists with the professional enrichment of the staff and increases engagement of students' families and other patrons of the district, all of which positively impact student achievement. The district will periodically conduct a technology census to ensure that instructional resources and equipment that support and extend the curriculum are readily available to teachers and students.

The purpose of this policy is to facilitate access to district technology and to create a safe environment in which to use that technology. Because technology changes rapidly and employees and students need immediate guidance, the superintendent or designee is directed to create procedures to implement this policy and to regularly review those procedures to ensure they are current.

### **Definitions**

For the purposes of this policy and related procedures and forms, the following terms are defined:

Technology Resources Technologies, devices and services used to access, process, store or communicate information. This definition includes, but is not limited to: computers; modems; printers; scanners; fax machines and transmissions; telephonic equipment; mobile phones; audio- visual equipment; Internet; electronic mail (email); electronic communications devices and services, including wireless access; multimedia resources; hardware; and software. Technology resources may include technologies, devices and services provided to the district by a third party.

User Any person who is permitted by the district to utilize any portion of the district's technology resources including, but not limited to, students, employees, School Board members and agents of the school district.

User Identification (ID) Any identifier that would allow a user access to the district's technology resources or to any program including, but not limited to, email and Internet access.

Password A unique word, phrase or combination of alphabetic, numeric and non-alphanumeric characters used to authenticate a user ID as belonging to a user.

### **Authorized Users**

The district's technology resources may be used by authorized students, employees, School Board members and other persons approved by the superintendent or designee, such as consultants, legal counsel and independent contractors. All users must agree to follow the district's policies and procedures and sign or electronically consent to the district's User Agreement prior to accessing or using district technology resources, unless excused by the superintendent or designee.

Use of the district's technology resources is a privilege, not a right. No potential user will be given an ID, password

or other access to district technology if he or she is considered a security risk by the superintendent or designee.

### **User Privacy**

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources including, but not limited to, voice mail, telecommunications, email and access to the Internet or network drives. By using the district's network and technology resources, all users are consenting to having their electronic communications and all other use monitored by the district. A user ID with email access will only be provided to authorized users on condition that the user consents to interception of or access to all communications accessed, sent, received or stored using district technology.

Electronic communications, downloaded material and all data stored on the district's technology resources, including files deleted from a user's account, may be intercepted, accessed, monitored or searched by district administrators or their designees at any time in the regular course of business. Such access may include, but is not limited to, verifying that users are complying with district policies and rules and investigating potential misconduct. Any such search, access or interception shall comply with all applicable laws. Users are required to return district technology resources to the district upon demand including, but not limited to, mobile phones, laptops and tablets.

### **Technology Administration**

The Board directs the superintendent or designee to assign trained personnel to maintain the district's technology in a manner that will protect the district from liability and will protect confidential student and employee information retained on or accessible through district technology resources.

Administrators of district technology 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 and procedures. All district technology resources are considered district property. The district may remove, change or exchange hardware or other technology between buildings, classrooms or users at any time without prior notice. Authorized district personnel may install or remove programs or information, install equipment, upgrade any system or enter any system at any time.

### **Content Filtering and Monitoring**

The district will monitor the online activities of minors and operate a technology protection measure (A Content filter) on the network and all district technology with Internet access, as required by law. In accordance with law, the content filter will be used to protect against access to visual depictions that are obscene or harmful to minors or are child pornography. Content filters are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evading or disabling, or attempting to evade or disable, a content filter installed by the district is prohibited.

The superintendent, designee or the district's technology administrator may fully or partially disable the district's content filter to enable access for an adult for bona fide research or other lawful purposes. In making decisions to fully or partially disable the district's content filter, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the district.

The superintendent or designee will create a procedure that allows students, employees or other users to request that the district review or adjust the content filter to allow access to a website or specific content.

### **Online Safety, Security and Confidentiality**

In addition to the use of a content filter, the district will take measures to prevent minors from using district technology to access inappropriate matter or materials harmful to minors on the Internet. Such measures shall include, but are not limited to, supervising and monitoring student technology use, careful planning when using technology in the curriculum, and instruction on appropriate materials. The superintendent, designee and/or the district's technology administrator will develop procedures to provide users guidance on which materials and uses

are inappropriate, including network etiquette guidelines.

All minor students will be instructed on safety and security issues, including instruction on the dangers of sharing personal information about themselves or others when using email, social media, chat rooms or other forms of direct electronic communication. Instruction will also address cyberbullying awareness and response and appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms.

This instruction will occur in the district's computer courses, courses in which students are introduced to the computer and the Internet, or courses that use the Internet in instruction. Students are required to follow all district rules when using district technology resources and are prohibited from sharing personal information online unless authorized by the district.

All district employees must abide by state and federal law and Board policies and procedures when using district technology resources to communicate information about personally identifiable students to prevent unlawful disclosure of student information or records.

All users are prohibited from using district technology to gain unauthorized access to a technology system or information; connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto district technology; or evade or disable a content filter.

#### **Closed Forum**

The district's technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law. The district's web page will provide information about the school district, but will not be used as an open forum.

All expressive activities involving district technology resources that students, parents/guardians and members of the public might reasonably perceive to bear the imprimatur of the district and that are designed to impart particular knowledge or skills to student participants and audiences are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing and deletion on behalf of the school district for legitimate pedagogical reasons. All other expressive activities involving the district's technology are subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

#### **Inventory and Disposal**

The district will regularly inventory all district technology resources in accordance with the district's policies on inventory management. Technology resources that are no longer needed will be disposed of in accordance with law and district policies and procedures related to disposal of surplus property.

#### **Violations of Technology Usage Policies and Procedures**

Use of technology resources in a disruptive, inappropriate or illegal manner impairs the district's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Any violation of district policies or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. User privileges may be suspended pending investigation into the use of the district's technology resources.

Employees may be disciplined or terminated, and students suspended or expelled, for violating the district's technology policies and procedures. Any attempted violation of the district's technology policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation. The district will cooperate with law enforcement in investigating any unlawful use of the district's technology resources.

#### **Damages**

All damages incurred by the district due to a user's intentional or negligent misuse of the district's technology resources, including loss of property and staff time, will be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to district technology.

### **No Warranty/No Endorsement**

The district makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides. The district's technology resources are available on an "as is, as available" basis.

The district is not responsible for loss of data, delays, nondeliveries, misdeliveries or service interruptions. The district does not endorse the content nor guarantee the accuracy or quality of information obtained using the district's technology resources.

### **G Suite for Education Notice to Parents and Guardians**

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their G Suite for Education accounts, students may access and use the following "Core Services" offered by Google (described at [https://gsuite.google.com/terms/user\\_features.html](https://gsuite.google.com/terms/user_features.html)):

Gmail (including Inbox by Gmail) Calendar Classroom Contacts Drive Docs Forms Groups Keep Sheets Sites Slides Talk/Hangouts Vault

In addition, we also allow students to access certain other Google services with their G Suite for Education accounts. Specifically, your child may have access to the following "Additional Services":

Youtube Google Maps Google Earth

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online at [https://gsuite.google.com/terms/education\\_privacy.html](https://gsuite.google.com/terms/education_privacy.html) You should review this information in its entirety, but below are answers to some common questions:

#### **What personal information does Google collect?**

When creating a student account, East Carter County R-II School District may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone number for account recovery or a profile photo added to the G Suite for Education account.

When a student uses Google services, Google also collects information based on the use of those services. This includes:

device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number; log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address; location information, as determined by various technologies including IP address, GPS, and other sensors; unique application numbers, such as application version number; and cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.

#### **How does Google use this information?**

In G Suite for Education Core Services, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

In Google Additional Services, Google uses the information collected from all Additional Services to provide, maintain, protect and improve them, to develop new ones, and to protect Google and its users. Google may also use this information to offer tailored content, such as more relevant search results. Google may combine personal information from one service with information, including personal information, from other Google services.

**Does Google use student personal information for users in K-12 schools to target advertising?**

No. For G Suite for Education users in primary and secondary (K-12) schools, Google does not use any user personal information (or any information associated with an G Suite for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using an G Suite for Education account.

**Can my child share information with others using the G Suite for Education account?**

We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. When users share information publicly, it may be indexable by search engines, including Google.

**Will Google disclose my child's personal information?**

Google will not share personal information with companies, organizations and individuals outside of Google unless one of the following circumstances applies:

With parental or guardian consent. Google will share personal information with companies, organizations or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through G Suite for Education schools. With East Carter County R-II School District. G Suite for Education accounts, because they are school-managed accounts, give administrators access to information stored in them. For external processing. Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the G Suite for Education privacy notice and any other appropriate confidentiality and security measures. For legal reasons. Google will share personal information with companies, organizations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:

meet any applicable law, regulation, legal process or enforceable governmental request. enforce applicable Terms of Service, including investigation of potential violations. detect, prevent, or otherwise address fraud, security or technical issues. protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.

Google also shares non-personal information -- such as trends about the use of its services -- publicly and with its partners.

**What choices do I have as a parent or guardian?**

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a G Suite for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of G Suite for Education, you can access or request deletion of your child's G Suite for Education account by contacting your students school administrator. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to limit your child's access to features or services, or delete your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the G Suite for Education account to view and manage the personal information and settings of the account.

**What if I have more questions or would like to read further?**

If you have questions about our use of Google's G Suite for Education accounts or the choices available to you,

please contact East Carter County R-II School District. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the G Suite for Education Privacy Center (at <https://www.google.com/edu/trust/>), the G Suite for Education Privacy Notice (at [https://gsuite.google.com/terms/education\\_privacy.html](https://gsuite.google.com/terms/education_privacy.html)), and the Google Privacy Policy (at <https://www.google.com/intl/en/policies/privacy/>).

The Core G Suite for Education services are provided to us under Google's Apps for Education agreement (at [https://www.google.com/apps/intl/en/terms/education\\_terms.html](https://www.google.com/apps/intl/en/terms/education_terms.html)) [if school/district has accepted the Data Processing Amendment (see <https://support.google.com/a/answer/2888485?hl=en>), insert: and the Data Processing Amendment (at [https://www.google.com/intl/en/work/apps/terms/dpa\\_terms.html](https://www.google.com/intl/en/work/apps/terms/dpa_terms.html))].

## **East Carter County R-II School District Acceptable Use Policy**

### **Student Users**

All student users and their parents/guardians must sign or electronically consent to the district's User Agreement prior to accessing or using district technology resources, unless otherwise excused by this policy or the superintendent or designee. Students who are 18 or who are otherwise able to enter into an enforceable contract may sign or consent to the User Agreement without additional signatures. Students who do not have a User Agreement on file with the district may be granted permission to use the district's technology resources by the superintendent or designee.

### **Employee Users**

No employee will be given access to the district's technology resources unless the employee agrees to follow the district's User Agreement prior to accessing or using the district's technology resources. Authorized employees may use the district's technology resources for reasonable, incidental personal purposes as long as the use does not violate any provision of district policies or procedures, hinder the use of the district's technology resources for the benefit of its students or waste district resources. Any use that jeopardizes the safety, security or usefulness of the district's technology resources or interferes with the effective and professional performance of the employee's job is considered unreasonable. Unless authorized by the employee's supervisor in advance, employees may not access, view, display, store, print or disseminate information using district technology resources that students or other users could not access, view, display, store, print or disseminate.

### **External Users**

Consultants, legal counsel, independent contractors and other persons having business with the district may be granted user privileges at the discretion of the superintendent or designee after consenting to the district's User Agreement and for the sole, limited purpose of conducting business with the school. External users must abide by all laws, district policies and procedures.

### **General Rules and Responsibilities**

The following rules and responsibilities will apply to all users of the district's technology resources: 1. Applying for a user ID under false pretenses or using another person's ID or password is prohibited. 2. Sharing user IDs or passwords with others is prohibited except when shared with the district's technology department for the purpose of support. Individuals who share IDs or passwords may be disciplined and will be held responsible for any actions taken by those using the ID or password. A user will not be responsible for theft of passwords and IDs, but may be responsible if the theft was the result of user negligence. 3. Deleting, examining, copying or modifying district files or data without authorization is prohibited. 4. Deleting, examining, copying or modifying files or data belonging to other users without their prior consent is prohibited. 5. Mass consumption of technology resources that inhibits use by others is prohibited. 6. Use of district technology for soliciting, advertising, fundraising, commercial purposes or financial gain is prohibited, unless authorized by the district or in accordance with policy KI. Use of district technology resources to advocate, support or oppose any ballot measure or candidate for public office is prohibited.



7. Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred. 8. Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The 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. The district prohibits the use of district technology resources to access, view or disseminate information that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, or pervasively indecent or vulgar. 10. Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes. 11. The district prohibits the use of district technology resources to access, view or disseminate information that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, they will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful district policies and procedures. 12. The district prohibits any use that violates any person's rights under applicable laws, and specifically prohibits any use that has the purpose or effect of discriminating against or harassing any person on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information, pregnancy or use of leave protected by the Family and Medical Leave Act (FMLA). 13. The district prohibits any unauthorized intentional or negligent action that damages or disrupts technology, alters its normal performance or causes it to malfunction. The district will hold users responsible for such damage and will seek both criminal and civil remedies, as necessary. 14. Users may install and use only properly licensed software and audio or video media purchased by the district or approved for use by the district. All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license and approved by the district. 15. At no time will district technology or software be removed from district premises, unless authorized by the district. 16. All users will use the district's property as it was intended. Technology resources will not be moved or relocated without permission from the network administrator or designee. All users will be held accountable for any damage they cause to district technology resources. 17. The district prohibits the use of smart voice recognition devices due to personally identifiable students, student information, or student records. 18. The district prohibits the use of unauthorized personal devices on the district's network or wireless network.

### **Technology Security and Unauthorized Access**

1. All users shall immediately report any security problems or misuse of the district's technology resources to a teacher, administrator, network administrator, or designee. 2. Use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited. 3. Use of district technology to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited. 4. The unauthorized copying of system files is prohibited. 5. Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any district technology are prohibited. 6. Users will be granted access privileges to district technology resources as determined appropriate by the superintendent or designee. Any attempt to secure a higher level of privilege without authorization is prohibited. 7. The introduction of computer viruses, hacking tools or other disruptive or destructive programs into a district computer, network or any external networks is prohibited.

### **Online Safety and Confidentiality**

Curricular or non-curricular publications distributed using district technology will comply with the law and Board policies on confidentiality. All district employees will abide by state and federal law, Board policies and district rules when using district technology resources to communicate information about personally identifiable students. Employees will take precautions to prevent negligent disclosure of student information or student records. All students will be instructed on the dangers of sharing personal information about themselves or others over the Internet and are prohibited from sharing such information unless authorized by the district. Student users shall not agree to meet with someone they have met online without parental approval and must promptly disclose to a teacher or another district employee any message the user receives that is inappropriate or makes the user feel uncomfortable. The East Carter County R-II School District reserves the right to limit access to any materials

designated by the administrators and/or network administrator.

### **Electronic Mail and Messaging**

A user is generally responsible for all e-mail and other electronic messages originating from the user's accounts; however, users will not be held responsible when the messages originating from their accounts are the result of the account being hacked. 1. Forgery or attempted forgery of electronic messages is illegal and prohibited. 2. Unauthorized attempts to read, delete, copy or modify electronic messages of other users are prohibited. 3. Users are prohibited from sending unsolicited mass email or other electronic messages. The district considers more than ten addresses per message, per day a violation, unless the communication is a necessary, employment-related function or an authorized publication. 4. When communicating electronically, all users must comply with district policies, regulations and procedures and adhere to the same standards expected in the classroom. 5. Users must obtain permission from the superintendent or designee before sending any districtwide electronic messages.

### **Communication Devices**

Employees and others to whom the district provides mobile phones or other electronic communication devices must use them professionally and in accordance with district policies, regulations and procedures. These devices shall not be used in a manner that would distract the employee or other user from adequate supervision of students or other job duties.

### **Exceptions**

Exceptions to district rules will be made for district employees or agents conducting an investigation of a use that potentially violates the law, district policies or procedures. Exceptions will also be made for technology administrators who need access to district technology resources to maintain the district's resources or examine and delete data stored on district computers as allowed by the district's retention policy.

### **Waiver**

Any user who believes he or she has a legitimate educational purpose for using the district's technology in a manner that may violate any of the district's policies, regulations or procedures may request a waiver from the superintendent or designee. In making the decision to grant a waiver to a student, the superintendent or designee shall consider the student's purpose, age, maturity and level of supervision involved.

# Google Suite Consent Form

To parents and guardians,

At East Carter County R-II School District, we use Google Suite (G Suite) for Education, and we are seeking your permission to provide and manage a Google Suite for Education account for your child. Google Suite for Education is a set of education productivity tools from Google, including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At East Carter County R-II School District, students will use their Google Suite (G Suite) accounts to complete assignments, communicate with their teachers, sign into district provided Chromebooks, and learn 21st century digital citizenship skills.

The notice below provides answers to common questions about what Google can and can't do with you child's personal information, including:

What personal information does Google collect? How does Google use this information? Will Google disclose my child's personal information? Does Google use student personal information for users in K-12 schools to target advertising? Can my child share information with others using the Google Suite for Education account?

Please read it carefully, let us know of any questions, and then sign below to indicate that you've read the notice and give your consent. If you don't provide your consent, we will not create a Google Suite for Education account for your child. Students who cannot use Google services may need to use other means such as pencil and paper to complete assignments or collaborate with peers that would normally be assigned digitally through Google Suite (G Suite) apps.

**I give permission for East Carter County R-II School District to create/maintain a Google Suite for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the notice below.**

Full name of student \_\_\_\_\_

Printed name of parent/guardian \_\_\_\_\_

Signature of parent/guardian \_\_\_\_\_ Date \_\_\_\_\_

**TECHNOLOGY USAGE**  
**(Parent/Guardian Technology Agreement)**

I have read the East Carter County R-II School District Technology Usage policy and procedures. I understand that violation of these provisions may result in disciplinary action taken against my child including, but not limited to, in-school suspension, after school detention, out of school suspension, or revocation of my child's access to district technology and or expulsion from school.

I understand that my child's use of the district's technology resources is not private and that the school district may monitor my child's electronic communications and all other use of district technology resources. I consent to district interception of or access to all of my child's electronic communications using district technology resources as well as downloaded material and all data stored on the district's technology resources (including deleted files) pursuant to state and federal law, even if the district's technology resources are accessed remotely.

I agree to be responsible for any unauthorized costs arising from use of the district's technology resources by my child. I agree to be responsible for any damages caused by my child's misuse of district technology.

I understand that this form will be effective for the duration of my child's attendance in the district unless revoked or changed by the district or me.

Name of Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date: \_\_\_\_\_

## **COPPA Parental Consent Form**

The East Carter County R-II School District values academic excellence and thus provides varied learning opportunities for all students throughout the school year. Educators seek to engage and encourage all students by creation of blended learning opportunities. East Carter students access information and produce educational products in digital formats at all grade levels. In accordance with the Child Online Privacy Protection Act (COPPA), it is necessary annually to secure parental/legal guardian consent for students who create an account in order to utilize certain digital goals.

East Carter R-II contracts with a highly respected service called Education Framework to vet the safety and security of the educational websites used by our students. The sites to be used throughout this school year are listed on the district website, or at

<https://edprivacy.educationframework.com/Districts/main.aspx?districtid=30326>

Student

Name \_\_\_\_\_ Grade \_\_\_\_\_

# **Student Information Release (For Technology Department)**

We are very proud of our student's 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 their picture in the newspaper, school website, and/or yearbook.

Student Signature: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Date: \_\_\_\_\_

### Parent/Student Signature Page

We are very proud of our students' accomplishments and may wish to publish your child's picture. Your signature below indicates your permission to allow your child picture published 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, 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: \_\_\_\_\_





