



EAST CARTER

2018-2019

High School

Student Handbook

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East Carter R-II School District

Superintendent: Richard Sullivan

24 South Herren Avenue

Ellsinore, MO 63937

PH: 573-322-5625 FX: 573-322-8586

Dear Parents/Guardians/Patrons:

Welcome:

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

Asbestos Notification:

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

Weather Notification/Road Conditions:

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

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

Sincerely,

Richard Sullivan
Superintendent

East Carter Co. High School

24 S Herren

Ellsinore, MO 63937

573-322-5653 573-322-5720 (fax)

Jon McKinney, Principal

Dear Students and Parents,

Welcome to East Carter School and the 2018-2019 school year. East Carter is a great school in a wonderful community. Our school is special because of the terrific people that work and learn here. We hope you are excited and ready for another successful year filled with learning and fun!

This handbook contains essential information regarding our school and school rules as well as some important Board of Education policies. We hope that you find it a helpful resource.

We desire the best for every child, and we look forward to partnering with you to help our students be their best. Success isn't accidental. It is the result of a focused team effort, and everyone has a part to play if we are to achieve our goals and reach our potential. Students come to school expecting to learn and willing to work hard. Our staff will provide the quality instruction that you deserve and that your parents expect. Parents please encourage your children often and have regular conversations with them about school and their work. Parental involvement shows children that school is important and that you are committed to their success. Together, we can help our students reach their goals and accomplish their dreams!

We look forward to another successful school year. If we can be of any assistance to you please call at 573-322-5653.

Sincerely,

Jon McKinney
High School Principal

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 experiences and his 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 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.

A WORD TO PARENTS

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

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

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

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, board member or Superintendent at home. School problems should be handled at school.

STUDENT RESPONSIBILITY AND BEHAVIOR

IN CLASS

1. Promptly go to your assigned seat.
2. Be prepared for the lesson (paper, pencil, etc.).
3. Accept correction courteously.
4. Obey all instructions by the teacher. The teacher is in charge of the classroom.
5. Students are not to leave the classroom after they have reported to class unless they have permission from the teacher.

IN THE HALL

1. Keep to the right.
2. Avoid unnecessary commotion.
3. Keep the halls clean.
4. Respect the authority of any person in charge.

GENERAL GUIDELINES

Students are expected to conduct themselves in an orderly manner while in the building or about the school grounds, before school begins, during the noon hour, and after school is dismissed. Relations between pupils (boys and girls) beyond socially accepted public standards will not be permitted. No pupil shall verbally or forcibly abuse a teacher or their instructions and corrections, nor shall he make threatening or deprecatory motions in this regard. Pupils can expect immediate disciplinary action for fighting, skipping school, using excessive profane language, defacing school property, or any other conduct that tends to demoralize the school.

LEAVING SCHOOL GROUNDS

East Carter Schools are a CLOSED CAMPUS: students are not allowed to leave the school campus without securing permission from the Principal's office. Students will not be given permission to leave campus without a written request, or request in person, or a phone call request from the student's parent or legal guardian.

VISITORS

Visitors must obtain permission from the Principal before visiting any classroom. Visitors should be introduced to the teacher 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. Teachers are not required to accept visitors into their classrooms if they desire not to do so.

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.

Only with written Principal consent is a person under suspension to be allowed on the school premises. A person under expulsion is under no circumstances allowed to be on the school premises. The practice of students who have dropped out of school and return as "visitors" will be openly discouraged.

ATTENDANCE POLICY

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 should be adopted by the Board of Education and made known to all parties involved.

ATTENDANCE REGULATIONS

1. Student's absences must not exceed eight (8) days per school year.
 - a. Up to 4 days a semester will be allowed
2. Parents will be informed, in writing, after two days absence and after four days of absence as to the student's danger of not receiving credit for that semester.
3. After the 4th absence each semester all **absences** must be made up after school or during Saturday school on an hourly basis (seven hours of attendance remediation will equal one full day of absences). Students not making up **absences** may receive a failing grade in each class in which the **absence(s)** occurred. **After school make-up time MUST be completed prior to the end of the semester in which the absence occurred.**
 - **If students do not make up attendance hours in the semester the absences occur, they may be assigned remedial summer school courses to make up attendance hours (providing a program is available). Also, summer school recovery courses will count towards credit with a grade being calculated into the student's grade point average. Students whom are assigned summer school for attendance remediation should plan to attend from the beginning of the summer program, until their time is remediated.**
4. Any OSS days will count towards absences.
5. Upon the fifth absence (day or period) the student will be considered in violation of the attendance policy which **COULD** result in the loss of credit in the class or for all classes for the semester.
6. Excessive absenteeism, as defined by this policy, could result in said parents, being reported for educational neglect to the appropriate authorities.
7. Any student with 10 consecutive absences will be automatically dropped from school unless parent/guardian has contacted the school principal.

APPEALS PROCESS

1. At the end of every quarter/semester a committee will review all student attendance issues.
2. The committee may waive the 4-day absentee rule if evidence of extenuating circumstances are present, such as documentation of Dr. visits, hospital stays, etc.
3. Failure to have a legitimate documentation for all missed days or class periods may result in the loss of

credit in the class or for all classes for the semester.

4. Failure to meet with the review committee may result in the loss of credit.

In order to obtain a waiver of the attendance policy:

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

ATTENDANCE REVIEW COMMITTEE

1. The committee will be made up of a counselor, teachers, and principal from the appropriate grade level.
2. The committee will meet as needed, at the discretion of the principal.
3. The purpose of the committee will be to review student attendance and to make decisions if waivers of the policy are requested.
4. The committee will also keep records of appeals and committee decisions for reference by future review committees, the Superintendent, or the Board.
5. The decisions of the review committee may be appealed to the Superintendent, and if necessary, to the Board of Education.

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 undergarments may be exposed. No apparel or grooming which presents a safety concern is permitted. No apparel displaying messages that are gang-related, sexually explicit, vulgar, violent, alcohol 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 piercings other than the ear will be allowed to be exposed.

1. The wearing of head coverings such as hats, visors, bandanas, etc. (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 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, band members, students of Auto Mechanics and Industrial Arts will be accountable to their teachers as regards to hair length. Teachers in these departments may require a hair net or shop cap.

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:

- After school detention
- Corporal punishment
- Saturday School
- In-school suspension, or
- Out-of-school suspension

APPROPRIATE DRESS

Students will be allowed to wear loose fitting shorts to school. Shorts and skirts may be no shorter than fingertip length plus an additional inch, arms extended down the sides.

NOTE:

Unacceptable attire includes, but is not limited to muscle shirts, cut-out t-shirts, tank tops, midriff blouses, sleeveless shirts, spaghetti top blouses, pajama pants, slippers and holes in pants above the fingertips.

MORNING/LUNCH PROCEDURES

1. Upon arrival, students are to follow procedures set by the building Principal.
2. Upon arrival, middle school students are to report to the FEMA building.

LUNCH

Early dismissal for lunch, unless permission from the principal has been given, should not occur. Students will enter the FEMA Building and remain until released by the Principal/Duty Teacher.

Those students wishing to eat lunch in the cafeteria will observe the following:

- Take your place quietly at the end of the line.
- Talk quietly.
- Present your lunch card/number immediately.
- Do not hold up the line.
- Students may not eat lunch on another student's lunch card/number.
- Return dishes to the designated area.
- Put paper in the wastebasket.
- Behave like a young lady or gentleman.
- Observe proper table manners.
- Keep feet off of walls.

CHANGING SCHEDULES

In no case may a student, on his own initiative, drop a class or enter another class for which he has not been duly enrolled. A student will have 5 days from the start of each semester to make schedule changes. Students will be required to fill out a schedule change sheet and turn into counselor within the 5 day grace period. After the 5 day grace period schedules will ONLY be changed for the following reasons:

- a. Teacher recommendation
- b. Principal recommendation

Every scenario cannot be foreseen, thus the administration will have the authority to deal with each situation on a case by case basis, as deemed necessary. Needless or excessive schedule changes are discouraged. Students are not to change lockers on their own initiative. Check with the office first.

GRADUATION REQUIREMENTS

General Electives

At least four units of credit sufficient to meet state and local graduation requirements, including physical education, health and personal finance. The courses should be selected and planned by the school, the student, and the student's parents to develop the student's aptitude and skills. Advanced career and technical courses that have been selected to support and strengthen the student's personal plan of study may be used to fulfill this general elective requirement.

GRADUATION REQUIREMENTS

Students must complete a 24-hour course of study adopted by both the State of Missouri and the local Board of Education.

To qualify for graduation, a student must pass all subjects required by the East Carter County R-II School and the State of Missouri. The 24 units are:

4—English

3—Social Studies

3—Math

3—Science

1—Fine Arts

1—Practical Arts

1—Physical Education

½ unit Personal Finance

½ unit Health

7-Electives

Total 24 Units

- Pass U.S. Constitution Test
- Pass Missouri Constitution Test
- Pass Civics Education Assessment
- CPR Instruction and Training

Student must be in compliance with East Carter R-II School District attendance policy and have all fines and fees paid before graduation.

Students will start and finish the year in the same grade level. There will be no mid-year promotions.

No more than 6 credits total may be earned through online credit recovery without approval of building principal.

Grade Point Average (GPA) is on a 4.0 weighted scale.

The district's weighted grading scale is:

Courses Earned	Extra	Quality	Points
Math Analysis		.5	
Chemistry		.5	
Anatomy & Physiology		.5	
Physics		.5	
Dual Credit during school hours on campus (ITV ONLY)		1.0	

- To receive weighted credit courses must be taught by East Carter staff.

EARLY GRADUATION

Students who are eligible to graduate in December of their Senior year, must submit a written request to the High School Principal. The Principal, Superintendent and Board of Education will then review the student's records and determine if he/she is eligible for early graduation. IF a student is granted permission to graduate in December, the following will apply:

1. Early Graduates will be considered **Alumni** which will mean they are no longer a student of East Carter R-2
2. Alumni will not be part of Class Rank
3. Alumni will not attend Prom unless invited by a current ECHS student
4. Alumni cannot loiter/visit classes without Principal permission
5. Alumni will not participate in Senior Week activities
6. Alumni **MAY** participate in Graduation ceremonies in the Spring

CLASS CREDIT RANKING LEVELS

FRESHMEN.....0-5 ½ Credits
SOPHOMORE.....6-11 ½ Credits

JUNIOR.....12-16 ½ Credits
SENIOR.....17+ Credits

If a student has not accumulated enough credits to be classified a student at the next grade level, then that student will be responsible for attending all class meetings with the class in which their credits place them. **Reassignment will not be made until the completion of the school year.**

It is very important to check the credits you currently have to see if you are on target to graduate. If you find a problem or have a concern with possible credits, please contact the High School Counselor's office for help.

GRADING SYSTEM

The grading system will be as follows: If an "F" is in a required course, the semester's work must be repeated.

100 – 96 = A Excellent
90 – 95 = A -
87 – 89 = B+
83 – 86 = B Superior
80 – 82 = B-
77 – 79 = C+
73 – 76 = C Average
70 – 72 = C-
67 – 69 = D+
63 – 66 = D Inferior
60 – 62 = D-

Below 60 = F Failure
Pass = P
Average X = Improvement Needed

Dual credit grades will be issued by the College/Institution delivering the course.

REPORT CARDS

Our school year will consist of 36 weeks divided into two 18-week semesters. Report cards will be distributed every 9 weeks and grades averaged on the semester basis.

HONOR ROLL

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

VOCATIONAL STUDENTS

1. Absences at the Vocational School will be treated the same as absences from classes at East Carter High School and will be governed by the attendance policy.
2. Attending the Poplar Bluff Area Vocational School is a special privilege and should not be abused. Any student who abuses this privilege will be removed from those classes.
3. Any student attending the Vocational School will be required to show proof of accident health insurance. If student is not covered by an accident program at home, they will be required to purchase the accident insurance program offered through the school at the beginning of each school year.

TRANSFER STUDENTS

All transfer students are to report immediately to the Principal's office where your tentative schedule of classes will be planned. At this time arrangements will be made to acquire a transcript of your previous high school credits and your health records. **You must have academic and health records to enroll.**

GRADUATION REQUIREMENTS (STUDENT DRESS CODE)

The East Carter County R-II School District regards High School Graduation as a prestigious event in a student's life. In order to maintain the proper perspective of the graduates' accomplishments the following dress code for graduation has been adopted. To participate in the graduation ceremony the student must:

- Wear appropriate cap and gown.

- Wear appropriate dress shoes, dress pants (Khakis or slacks), collared dress shirt, and tie for male students.
- Wear appropriate dress or blouse/pantsuit with dress shoes for female students. No revealing neckline, strapless, spaghetti straps, or dresses shorter than fingertip length will be allowed.
- Obey all other student handbook rules and regulations. Assistance in obtaining items for compliance to graduation dress code will be given upon request through the principal's office.

HOMEWORK

A student is expected to complete their homework assignments, with the student's grade reflecting their efforts.

Students who do not satisfactorily complete their homework in a timely manner will receive a 'Homework Notice'. "Homework" may include dressing out for PE. After earning 3 Homework Notices, they may be assigned an After School Detention (ASD) for an hour after school, or be added to the Intervention Team list of students who need a "check and connect" with a member of the Intervention Team. Tutoring is offered at the same time, in the same location, as ASD every Monday-Thursday. If ASD/Tutoring is assigned, Parent(s)/Guardian(s) will be responsible for picking the student up at 4:15pm. Failure to attend ASD may result in Saturday School or swats, or ISS.

If a student is going to be absent from school for more than one day, requests for homework should be made by 10:00 a.m. to the appropriate office and may be picked up from the building secretary later in the day. Homework that has been requested will be due to the appropriate teacher upon the student's return to school.

- Late homework acceptance will be uniform for all classes with the following guidelines in place.
- Students will have the same amount of time to make up work in relation to the amount of time that they are absent. EXAMPLE (i.e., 1 day absent, 1 day to make the work up).
- Special circumstances may allow for deviation from this policy with the principal's approval.

LOCKER POLICY

Each student will be assigned a locker at the beginning of the school year. Students are NOT allowed to make locker changes without approval from the office.

STUDENT REGULATIONS AND RESPONSIBILITIES FOR ASSEMBLIES

Students will sit with their class groups during assemblies. Seniors will sit in the bleacher section nearest the west of the gym. Juniors will sit in the bleacher section next to the Seniors. Sophomores will sit next to the Juniors and Freshmen will sit next to the Sophomores. Middle High students will sit together in a

designated section. Students who disrupt assemblies will be barred from attending any other assemblies during the year.

CELL PHONES AND NUISANCE ITEMS

Students are **discouraged** to bring nuisance items to school. Nuisance items would include but are not be limited to radios, CD or MP3 players, video games and players, cameras, lighters, beepers, noisemakers, fidget spinners, skateboards, 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 that all parents and family members call the school office number should it be necessary to communicate with your student. Once students arrive on campus (including district transportation) until they leave, cell phones are not permissible at East Carter Schools.

Should a student violate this policy the cell phone/nuisance item may be confiscated and on the first offense, the student is warned of the consequences of further violations and may receive additional discipline. Subsequent cell phone offenses will result in increasing punishment (ASD, Saturday School, ISS, OSS, Corporal Punishment) for each violation occurrence for the student and the confiscated item having to be picked up from the Principal's Office. Items are the responsibility of the parent/guardian to pick up in a timely manner.

For off campus/overnight trips, this policy will be left up to the person in charge of the activity/trip.

OFFICE TELEPHONE USAGE

The office telephone is for school business. Therefore, requests for its use should be made only when necessary. Students will not be allowed to use the office phone except in emergencies. It is our policy to discourage classroom interruptions by telephone during instructional time. Messages for students should be left with the office secretary to be delivered to the appropriate classroom. Parents are encouraged to leave a message in the office so that school faculty members may return any calls during their prep time.

STUDENT USE OF CARS

Students must park their cars in the designated parking lot directly in front of the high school building. By STATE LAW, once a student pulls onto the East Carter R-II School District campus, they have reported for the school day and may not leave again. Students are not permitted to return to their cars or move them until the end of the day with the following exceptions:

- Students properly sign out to go to a previously arranged appointment
- Emergencies that require use of cars during the school day
- Special permission granted by the building principal

Students are not allowed to use the school parking lot as a gathering place without permission from the building principal at any time. Students may only leave their cars on the parking lot if they are out on a school sponsored trip. Any driving infractions occurring before or after school hours are considered a violation of school driving policy. **School authorities may legally search vehicles when presented with reasonable suspicion of school violations or illegal activities.**

The following rules will be enforced during the school year:

- Due to safety issues and concerns, all student drivers must obtain a parking permit in the School' Office.
- All drivers must provide a copy of their driver's license, vehicle license number, proof of insurance and a signed parental consent form when they purchase their parking permit
- Parking permits must be displayed hanging from the rear view mirror when left on campus
- Students may not cruise the parking lot before or after school
- Students may not at any time give or accept rides with other students during the school day once they have arrived on campus
- Horseplay involving cars, moving or parked, will result in a loss of driving privileges
- Spinning tires, throwing gravel or squealing tires while entering or leaving campus will result in a loss of driving privileges
- Speeding in excess of 15 MPH on campus will result in a loss of driving privileges
- Violations of issues of safety, courtesy, and respect for others will result in a loss of driving privileges

Driving violations will be handled in the following manner at the discretion of the building principal.

1. The first violation of driving regulations may result in up to a three day loss of driving privileges
2. The second violation of driving regulations may result in up to a ten day loss of driving privileges
3. The third violation of driving regulations will result in the loss of driving privileges for the remainder of the school year

HALL PASS

All students are required to have a hall pass from their teacher in order to leave class.

INTERNET USE POLICY FOR STUDENTS AND STAFF

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

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

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

1. The use of any East Carter County R-II School District network is a privilege which may be revoked by the administrators of the network at any time for abusive or inappropriate conduct. Such conduct would include, but is not limited to, the placing of unlawful information on or through the computer system, accessing another person's files or e-mail, and the use of obscene, abusive, or otherwise objectionable language or images in either public or private files or messages.
2. Students' access to the Internet may be limited to a specified number of minutes per day. The limitation will be posted at the network site.
3. The District reserves the right to inspect any material stored in files to which users have access and will edit or remove any material which the district staff, in its sole discretion, believes may be objectionable. Users of the network will not use their account to obtain, view, download, or

otherwise gain access to potentially objectionable materials. This includes text materials, video images, or sound files that may be considered objectionable.

4. The district Internet connection is provided primarily for educational purposes under the direction of district staff. Non-educational use may be limited at any time by district staff.
5. Information services and features contained on the East Carter County network are intended for the private use of its patrons. Any commercial or other unauthorized use of those materials, in any form, is expressly forbidden.
6. Information contained on the East Carter County network is placed there for educational purposes.
7. The district does not warrant that the functions of the system will meet any specific requirements you may have or that it will be error-free or uninterrupted; or shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or profits) sustained or incurred in connection with the use, operation, or inability to use the system.
8. Rules and regulations of system usage will be added and posted from time to time by administrators of the district and/ or the network. Users of the network are subject to these rules and regulations.
9. The East Carter County School District network is intended for the exclusive use of its registered users. As a user, you are responsible for the use of your password and account. Any problems which arise from the use of the user's account are the responsibility of the account holder. Any misuse will result in suspension of the account privileges.
10. E-mail (electronic mail) must be used responsibly. Specific user responsibilities include checking email regularly, and not interfering with the network traffic by sending broadcasts to lists or individuals. Email accounts are to be used only by registered user.

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

**PARENT OR GUARDIAN,
EACH STUDENT WILL BE ALLOWED TO USE THE INTERNET AND IS REQUIRED TO FOLLOW
THE ABOVE RULES UNLESS WRITTEN NOTIFICATION IS ON FILE STATING OTHERWISE.**

LIBRARY MEDIA CENTER (LMC) CIRCULATION POLICY

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

1. The length of the checkout period of a book for a student is ten days unless otherwise specified.
2. Students should not have more than two items checked out from the library unless permission is given. A middle/high school student may be assessed a fine for overdue materials. The fine for overdue material at the HS library is \$.10 per day. Students who have fines that exceed \$3.00 will be allowed to check out only one book at time until the fines are paid. Students who have fines that exceed \$10.00 will not be allowed to check out any books until the fines are paid. The maximum fine is \$15.00. Any material returned after the maximum fine is reached and is damaged will be assessed the fine and the replacement cost of the material. Any material that reaches the maximum fine and is determined to be

lost will also be assessed the fine and the replacement of the cost of the material. It is left to the discretion of the Library Media Specialist to waive any fine or payment that is the result of unusual circumstances.

3. Library Media Center materials may be rechecked, but a student must have the LMC material present when it is rechecked.
4. Teachers may reserve materials and equipment for their class use. The period of borrowing time will be agreed upon between the teacher and librarian.
5. People from the community have access to the media centers and may borrow material and A.V. equipment from the media center using the "Community Checkout Form" with permission from the building Principal and Library Media Specialists. The community patron assumes the same responsibilities for care and return of the material or equipment as a teacher or a student assumes.

RESPONSIBILITIES OF THE LMC PATRONS

It is the responsibility of the LMC to maintain a place of research and study available to all patrons: students, educator, and members of the community. Therefore the LMC is required to set and enforce standards of conduct.

1. All patrons shall give respect to all other users of the LMC by refraining from any conduct which would detract from a researching and learning or studying environment.
2. All patrons shall care for any and all materials and equipment of the LMC. Full restitution or replacement cost will be expected when the patron has lost, damaged, or abused any material or equipment.
3. Students may at any time have their library privileges suspended for excessive noise, any behavior that disrupts the learning atmosphere of the media center, or any negligent damage to media center materials or facilities.

LOST AND FOUND

If you find an article, please bring it to the Principal's office. These items will be kept for a reasonable amount of time. If you lose an article, please inquire in the office.

LOST TEXTBOOKS

Surplus textbooks will be stored in a central location other than in the respective classrooms. In the event a student loses his or her textbook, another may be obtained by coming to the Principal's office and paying for the book that replaces the lost one.

PHYSICAL EDUCATION

If, because of your health, you wish to be excused from Physical Education, a signed statement from your physician must be delivered and placed on file in the Principal's office.

Each student taking Physical Education is required to wear appropriate clothes for physical activity. On receipt of a written statement by the parent to the effect that their religious belief prohibits the wearing of

shorts, that student would be allowed to wear another garment approved by the Physical Education teacher.

RESPECT FOR PROPERTY

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

SATURDAY SCHOOL

Saturday School will be for the purpose of:

1. Excessive tardies.
2. In lieu of suspension.
3. For other infractions deemed necessary by the building Principal.

School on Saturdays will be held as needed; from 8:30 am to 12:30 p.m. Students will be responsible for getting their own assignments and providing their own transportation to and from school.

SATURDAY SCHOOL RULES

1. Must be on time and may not leave early.
2. Must bring enough work to do to last entire four hours.
3. Any disruption caused by a student will result in repeating Saturday School.
4. Failure of the student to attend the assigned Saturday School may result in Out-of-School Suspension.

SEARCHES OF THE SCHOOL PREMISES WITH AND/OR WITHOUT CANINE

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

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

SHOP AND BUILDING TRADES STUDENTS

Any student enrolled in Shop classes or Building Trades class will be required to show proof of accident health insurance. If the student is not covered by an accident health insurance program at home, he will be required to purchase the accident insurance offered through the school at the beginning of the school year.

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.

STUDENT 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 and parent or guardian will be allowed proper hearings, as prescribed in Missouri School Law.

STUDENT USE OF TOBACCO

Student use or possession of any kind of smoke or smokeless tobacco on school grounds is strictly prohibited. Appropriate disciplinary action will be taken.

SUSPENSION AND EXPULSION

The Principal has authority to temporarily suspend any student for misbehavior or for other sufficient reasons. The suspension will be for such time as the Principal determines necessary for proper adjustment. However, the period of suspension shall not exceed ten (10) days. Some of the causes for suspension or expulsion of students are:

1. Continued willful disobedience.
2. Damaging or defacing school property.
3. Defiance or disrespect for the authority of a teacher.
4. Truancy.
5. Profanity or vulgarity.
6. Stealing.
7. Immoral conduct.

8. Smoking, gambling, etc., on the school premises.
9. Fighting.

Students who are suspended from school may **NOT** attend any school functions on/off campus or to be on-campus without specific consent from the Principal and may not receive credit for their coursework. Suspension or expulsion will be duly recorded on the student's permanent record. Any request for OSS students to attend a school function on or off campus, will be submitted in writing to the Building Principal's office no less than ONE full week prior to the event. Failure to request permission could result in an extended suspension due to violation of suspension (see discipline chart).

TRANSPORTATION OF STUDENTS ON SCHOOL BUSES

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

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

SCHOOL BUS CONDUCT/DISCIPLINE

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

- 1st Incident: "Principal/student conference, corporal punishment, Saturday school, or in-school suspension."
- 2nd Incident: "Principal/student conference, corporal punishment, Saturday school, or in-school suspension."
- 3rd Incident: "3 day suspension from riding the bus to or from school. The student is to provide his or her own transportation to and from school for 3 days prior to regaining bus privileges."
- 4th Incident: "10 day suspension from riding the bus to or from school. The student is to provide his or her own transportation to and from school for 10 days prior to regaining bus privileges."

· 5th Incident: "The student will not be allowed to ride the school bus for the duration of the school year. The student is not suspended from school: the student is simply required to provide his or her own transportation to and from school."

BUS-MISCELLANEOUS

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

· Parent calls for bus transfers will not be taken after 2:30 p.m. This policy is established to ensure that all messages get to the appropriate parties. It is also established to ensure that buses leave campus in a timely manner and all students arrive safely to the proper destination. Any call after 2:30 p.m. must be an emergency situation and can only be approved by the building administrator.

· When students 6th grade and below are dropped off there must be a responsible adult or older sibling at home to supervise the child. If there is no one there, the child will be brought back to the East Carter R-II campus. It will be the responsibility of the parent/guardian to have the child picked up.

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

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

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

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

CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES

BOARD POLICY CONCERNING ATHLETICS

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

SENIOR HIGH ATHLETIC AWARDS

BASKETBALL

Athletes must have played in one-fourth of the total quarters for the season.

BASEBALL

Athletes must have played in one-third of innings

The letters will be 6" red with white background. Red and white chevrons will be awarded for basketball and/or baseball.

The coach reserves the right to grant a letter to a player who could not participate in the qualifying number of games due to certain circumstances.

Letters and chevrons will not be awarded until the season has ended. In order to be eligible for any school letter the athlete must complete the season.

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. There will be no smoking and no loud and unseemly conduct on the buses or in inappropriate places. We are justly proud of the fine record made by our school in the past in this respect and have had many compliments on the appearance and manners of our students. Students who attend such out-of-town activities must go and return to school on the buses. 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 PARENT

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

BUILDING USE NIGHTS/WEEKENDS

Sometimes during the school year the occasion may arise when a class or club may desire use of the building for an evening. Arrangements for such use must be obtained in advance. No use of the building is permitted unless class or club sponsors are present.

CLASS OFFICER REQUIREMENTS

Each class shall elect four class officers. The officers elected will be: President, Vice-President, Secretary, and Treasurer.

In order to qualify to hold a class office, the student shall:

- Have made a “C” average or better the previous semester.
- Maintain a “C” average each quarter he or she holds office.
- Be a good school citizen as determined by teachers, Principal and Superintendent.

CLUB OFFICER REQUIREMENTS

Club Officers will have the same requirements as those for class officers. Special class or club meetings will be called only with the advice and permission of your sponsor.

SCHOOL CLUBS

Many times, some of the most lasting and pleasant memories of your school years come from the active participation in student activities. Again this year we plan to organize a variety of clubs so that there will be one to interest everyone. These clubs will have one regular meeting each month on school time and everyone is encouraged to actively participate. Those clubs will be in addition to your class organization. Special meetings may be called only with the advice and permission of your sponsor.

EMERGENCY/DISASTER PROCEDURES

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.

EMERGENCY DRILLS

Special drill activities will be planned by the Principal and faculty of each building to assure orderly movement and placement of students in 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 school premises to pick up their children if they so desire.

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.

FIRST AID

FIRST AID

If, because of any reason, you become injured while at school, report directly to the nurse's office where first aid will be administered. If it becomes necessary to consult a physician, the nurse will be available to help you.

POLICY CONCERNING MEDICATIONS

The student's authorized Physician 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 quest. 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 for an OTC medication to be administered, parent must send a request stating the name of the student, name of the drug, dosage, frequency of administration, and route of administration. The parent must provide the medication in its original container. The district will stock a minimum amount of OTC medicines to be administered on a limited basis. These medicines include Tylenol, Ibuprofen, Pepto, Benadryl and Tums. Permission for these medications will be given on the Health Inventory form.

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. All medication, prescription or OTC medication must be in a pharmacy or manufactured-labeled container. The District shall provide secure, locked storage for medication. The administration of medications is a nursing activity, which must be performed by a licensed professional or staff who are trained by the nurse to administer medications. The nurse is also empowered to contact the Physician 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 Physician 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. Proper forms must be signed and kept on file in the health office.

PARENT/GUARDIAN ADMINISTRATION OF MEDICATION

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 OF MEDICATION

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.

BEREAVEMENT POLICY

There will be three (3) days allowed for bereavement leave for the documented loss of an immediate family member.

Annual Notification of FERPA Rights and Designation of Directory Information

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

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

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

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

The District may disclose directory information for any purpose in its discretion without the consent of a parent of a student or an eligible student. Parents of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as directory information.

In that case, the information will not be disclosed except with the consent of a parent or student, or as otherwise allowed by FERPA. Any parent or student refusing to have any or all of the designated directory information disclosed must file written notification to this effect with the principal of the school which the student attends. In the event a notification of refusal is not filed, the District assumes that neither the parent of the student or an eligible student objects to the release of the directory information designated.

MILITARY RECRUITER ACCESS/STUDENT RECRUITING INFORMATION: Upon request of military recruiters, the District is required by law to provide access to secondary student's 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 Under Protection of Pupil Rights Amendment

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, anti-social, self-incriminating, or demeaning behavior; Critical appraisals of others with whom respondents have close family relationships; Legally recognized privileged relationships, such as with lawyers, doctors, or

ministers; Religious practices, affiliations, or beliefs of the student or parents; or Income, other than as required by law to determine program eligibility.

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

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

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

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

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.

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

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

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1. What is a complaint?

For these purposes, a complaint is an allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under 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 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 of 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 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 the complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, and/or telephone call(s).

6. **Appeal.** The complainant of the LEA may appeal the decision of the Department to the 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, the 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 resolutions of the complaint. Also, appeals to the United States Department of Education must be filled 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 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.

1 Programs include Title I. A, B, C, D, Title II, Title III, Title IV.A, Title V

Revised 4/17

2 In compliance with ESSA Title VIII Part C. Sec. 8304(a)(3)(C) Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.

Parents Right to Know Policy

Dear Parent or Guardian:

Our district is required to inform you of certain information that you, according to Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

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

- Whether your student's teacher has met states 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 qualifications 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 the 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.

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.

PARENTAL INFORMATION AND RESOURCE CENTER (PIRC)

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

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

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

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

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

Missouri has two PIRCs – one in St. Louis and one in Springfield. For service and contact information, go to their website at <http://www.nationalpire.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 Danielle Sullivan, Special Education Director at (573) 322-8319.

ASBESTOS NOTIFICATION (AHERA REG. #763.84)

As a result of our recent asbestos building survey, the schools were found to contain very little asbestos. The areas of school campuses found to contain asbestos posed no immediate health problems. However, in the best interest of your future safety East Carter School has drafted and put into action an Asbestos Management Plan.

A copy of this plan is located in the Central Administration office for your viewing.

Trauma Informed Schools

A link to DESE for trauma-informed schools and families is available on the East Carter website, located under District Resources/Trauma Information.

DISCIPLINE CODE

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

Referral Issue	1st Offense	2nd or Subsequent Offense
ARSON – Starting or attempting to start a fire or causing or attempting to cause an explosion	1-10 days ISS, 1-180 days OSS, expulsion. Restitution if appropriate and notification of legal officials	1-180 days OSS, recommendation for expulsion & notification of legal officials. Restitution if appropriate.
ASSAULT /ANY ACT OF VIOLENCE – Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person	Principal/Student conference, detention, in-school suspension, corporal punishment, alternative school, 1-180 days out of school suspension or expulsion, notice to law enforcement officials, and documentation in the student's discipline record.	ISS, 1-180 days out of school suspension or expulsion, notice to law enforcement officials, and documentation in the student's discipline record.
ASSAULT OF STAFF -- strikes, slaps, kicks at any staff member	10–180 day suspension or expulsion, notice to law enforcement officials, and documentation in the student's discipline record.	10–180 day suspension or expulsion, notice to law enforcement officials, and documentation in the student's discipline record.
BULLYING and CYBERBULLYING – Repeated and systematic intimidation, harassment and attacks on a student or multiple students, perpetuated by individuals or groups. Bullying includes, but is not limited to: physical	Principal/Student Conference, ISS, 1–180 day suspension, Corporal Punishment or	Immediate ISS 1-180 day suspension or expulsion.

violence, verbal taunts, name-calling and put downs, threats, extortion or theft, damaging property, (see Board Policy JFCF)	detention, notification of law enforcement	
BUS MISCONDUCT	Any offense committed by a student on a district-owned or contracted bus shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, bus riding privileges may be suspended or revoked.	
Cell Phones/Nuisance Items – Possession and/or use by any means including video, facebook or other forms of social media.	Item may be confiscated, warning from the Principal, ISS, ASD, Saturday School, corporal punishment	Item may be confiscated, days of ISS to equal number of offenses, Saturday School.
CHEATING, including PLAGIARISM – copying answers from another student's work or using other fraudulent methods to gain answers	Zero on the paper and corporal punishment, ASD, ISS.	Zero on the paper and Saturday School , ISS, Corporal Punishment
DISHONESTY – Any act of lying or deception, whether verbal or written, including forgery	Nullification of document and office referral , and after school detention or corporal punishment	Nullification of document and ISS or Sat. School, corporal punishment ,
DISPARAGING OR DEMEANING LANGUAGE - Use of words or actions, verbal, written or symbolic meant to harass or injure another person; i.e., threats of violence or defamation of a person's race, religion, gender, or ethnic origin. Constitutionally protected speech will not be punished.	Principal/student conference and corporal punishment, alternative school, Saturday School, in-school suspension, or 1-15 days out-of-school suspension.	Principal/student conference and ISS or 1-10 days OSS , 11-180 days Alternative School, corporal punishment, alternative school, and possible documentation in student's discipline record*.
DISRESPECTFUL OR DISRUPTIVE CONDUCT OR SPEECH - Verbal, written, pictorial or symbolic language or gesture that is directed at any person and that is rude, vulgar, defiant, in violation of district policy or considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions	Principal/student conference and ISS, or 1-10 days out-of-school suspension, alternative school, Saturday school, corporal punishment.	In-school suspension, 1-10 days OSS, or 11-180 days alternative school, corporal punishment, and possible documentation in student's discipline record
DISRESPECTFUL CONDUCT OR SPEECH DIRECTED AT A STAFF MEMBER - Conduct or verbal, written or symbolic language, which is disrespectful in nature.	Principal/student conference, corporal punishment, Saturday school, in-school suspension, or 1-10 days out-of-school suspension.	ISS, 1-10 days out-of-school suspension, 11-169 days alternative school, or possible documentation in student's discipline record.

<p>DRUGS / ALCOHOL -- Sale, purchase, or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation</p>	<p>1-10 days OSS, 11-180 Alternative School or OSS, Expulsion, notify law enforcement, documentation in student's discipline record</p>	<p>1-10 days OSS, 11-180 Alternative School or OSS, Expulsion, notify law enforcement, documentation in student's discipline record</p>
<p>DRUGS / ALCOHOL – Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV, or V in section 202 of the Controlled Substances Act</p>	<p>1-10 days OSS, 11-180 Alternative School or OSS, Expulsion, notify law enforcement, documentation in student's discipline record</p>	<p>1-10 days OSS, 11-180 Alternative School or OSS, Expulsion, notify law enforcement, documentation in student's discipline record</p>
<p>DRUGS / ALCOHOL – Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202 of the Controlled Substances Act</p>	<p>1-10 days OSS, 11-180 Alternative School or OSS, Expulsion, notify law enforcement, documentation in student's discipline record</p>	<p>1-10 days OSS, 11-180 Alternative School or OSS, Expulsion, notify law enforcement, documentation in student's discipline record</p>
<p>EXTORTION – Threatening or intimidating any person for the purpose of obtaining money or anything of value</p>	<p>Principal/student conference, Saturday school, corporal punishment, ISS, or 1-10 days OSS</p>	<p>ISS, 1-10 days OSS, or expulsion, corporal punishment, 11-180 days alternative school, and possible documentation in student's discipline record.</p>
<p>FAILURE TO MEET CONDITIONS OF SUSPENSION – Coming within 1,000 feet of any public school in the district while on suspension for an offense that requires reporting to law enforcement or for an act of school violence or drug-related activity defined by district policy as a serious violation of the district's discipline policy. Consideration shall be given to whether the student poses a threat to the safety of any child or school employee or if disruptive to the educational process or undermines the effectiveness of the school's disciplinary policy</p>	<p>Verbal warning and Documentation in student record</p>	<p>1-10 Extended days of OSS per offense</p>
<p>FALSE ALARMS – Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening, disturbing, disrupting or causing the evacuation or closure of school property.</p>	<p>Principal student conference, 1-10 days OSS, Saturday school, and possible documentation in student's discipline record and possible restitution.</p>	<p>ISS, 1-10 days OSS, 11-180 days alternative school, and possible documentation in student's discipline record and possible restitution.</p>
<p>FIGHTING/ACT OF VIOLENCE -- Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.</p>	<p>Principal/student conference, Corporal Punishment, ISS and 1-10 days OSS, notification of law enforcement</p>	<p>1-10 days OSS, notification of law enforcement, 11-180 days Alternative School</p>

GAMBLING – Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.	Principal/Student Conference, loss of privileges, detention, in-school suspension, or corporal punishment	Principal/Student Conference, loss of privileges, ISS or 1-10 days OSS.
HAZING – Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club, or athletic team. Hazing may occur even when all students involved are willing participants	Principal/Student Conference, In school suspension, Corporal Punishment, 1-10 days OSS, notification of law enforcement	1-10 days OSS, 11-180 Days Alternative School, Expulsion
INCENDIARY DEVICES – Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff.	Confiscation. Warning, principal/student conference, detention, in-school suspension, or corporal punishment, 1-10 days ISS	Confiscation. Warning, principal/student conference, detention, in-school suspension, or 1-10 days OSS.
INSUBORDINATION – Open defiance toward any staff member	Principal/Student Conference, ISS, ASD, Corporal Punishment 1-10 days OSS	11-180 days Alternative School
NUISANCE / CELL PHONES ITEMS – Possession and/or use.	Item confiscated, warning from the Principal, ISS, ASD, Saturday School, Corporal Punishment	Item confiscated, days of ISS to equal number of offenses, Saturday School, Corporal Punishment
OBSCENE / OFFENSIVE LANGUAGE , gestures, profanity, writing or distribution of materials	Saturday School In school suspension Corporal Punishment 1-10 days OSS	ISS, 1-10 days OSS, 11-180 days Alternative School
OBSCENE / OFFENSIVE LANGUAGE and gestures – Directed at staff members	In School Suspension, Corporal Punishment OSS	1-10 days OSS, 11-180 days Alternative School
PUBLIC DISPLAY OF AFFECTION – Physical contact that is inappropriate for the school setting, including but not limited to: hugging, kissing, holding hands, and groping.	After school detention or corporal punishment, 1-10 days ISS	Saturday school, ISS, corporal punishment, 1-5 days OSS
SEXUAL ACTIVITY – Acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation.	Principal/Student conference, ISS, or 1-10 days OSS, 11-180 days Alternative School or OSS	ISS, 1-10 days OSS, 11-180 days Alternative School or OSS
SEXUAL HARASSMENT-A – Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature that has the purpose or effect of unreasonably interfering with a student's educational environment or creates an intimidating, hostile or offensive	After school detention, 1-10 days ISS, corporal punishment, 1-10 days OSS, notification of law enforcement	ISS, corporal punishment, 1-10 days OSS, 11-180 Alternative School, notification of law enforcement

educational environment, including but not limited to sexual jokes or comments, requests for sexual favors and other unwelcome sexual advances		
SEXUAL HARASSMENT-B – Unwelcome physical contact based on gender or of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a student’s educational performance or creates an intimidating, hostile or offensive educational environment	1-10 days ISS, 1-10 days OSS	1-10 days OSS, 11-180 days Alternative School, Expulsion
TARDIES – per semester	5th tardy – After school detention, Saturday school, ISS or corporal punishment	Every 5 th tardy – ASD, Saturday School, ISS or corporal punishment
THEFT – Theft, attempted theft or knowing possession of stolen property	1-10 days ISS, corporal punishment, Saturday School, 1-10 days OSS Notification of legal officials, Restitution	Corporal punishment, 1-10 days OSS, Notification of legal officials, restitution, 11-180 days Alternative School
THREATS, VERBAL ASSAULT – verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage	Immediate ISS, Corporal Punishment 1-10 days OSS Notification of legal officials	Immediate ISS, 1-10 days OSS, 11-180 days Alternative School, Notification of legal officials
TOBACCO – Use/possession of any tobacco product (including e-cigarettes, blue cigarettes, etc.) on school grounds, school transportation or at any school activity	Immediate Confiscation, Principal/student conference, 1-10 days ISS, 1-10 days OSS, Saturday school, or corporal punishment.	Immediate Confiscation, Principal/student conference, 1-10 days ISS, 1-10 days OSS, 11-180 days alternative school, Saturday school
TRUANCY – Absence from class/school without the knowledge and consent of parents/guardians and/or the school administration; excessive non-justifiable absences, even with the consent of parents/guardians	Principal/student conference and 1-10 days ISS, 1-10 days OSS, Saturday school, or corporal punishment. Notification to DFS for educational neglect.	1-10 days ISS, 1-10 days OSS, 11-180 days Alternative School, Saturday school, or corporal punishment, completion of Summer School or possible retention, Notification to DFS for educational neglect
UNAUTHORIZED ENTRY – Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.	1-10 days ISS, corporal punishment, 1-10 days OSS	1-10 days ISS, 1-10 days OSS, 11-180 days Alternative School or OSS

<p>VANDALISM – Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students (See Board policy ECA)</p>	<p>1-10 days ISS, corporal punishment, 1-10 days OSS, possible notification to law enforcement officials, restitution, and documentation in student's discipline record*</p>	<p>1-10 days OSS or expulsion, 11-180 day alternative school or OSS, notification to law enforcement officials, restitution, and documentation in student's discipline record.</p>
<p>WEAPONS – Possession or use of any instrument or device, other than those defined in 18 U.S.C. 921, 18 U.S.C. 930 (g) (2) or 571.010 RSMo., which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person</p>	<p>1-10 days OSS</p>	<p>1-10 days OSS, 11-180 days Alternative School, or Expulsion</p>
<p>WEAPONS – Possession or use of a firearm as defined in 18 U.S.C. 921 or any instrument or device defined in 571.010 RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. 930 (g) (2)</p>	<p>One calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent, notification to law enforcement</p>	<p>Expulsion</p>

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.

The District does have an acting SRO (School Resource Officer), and the SRO may be part of any disciplinary action if deemed necessary by the Building Principal and/or Superintendent.

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 (e-mail); electronic communications devices and services, including wireless access; multi-media 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, e-mail 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, e-mail 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 e-mail 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 e-mail, 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, non deliveries, 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):

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. 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 student's 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), 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) [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)].

INTERNET SAFETY POLICY

East Carter R-II School District

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

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 your 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: _____

Signature of Parent/Guardian Date

TECHNOLOGY USAGE
(Student User Agreement)

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

I understand that my use of district's technology resources is not private and that the school district may monitor my electronic communications and all other use of district technology resources. I consent to district interception of or access to all of my electronic communications using district technology resources as well as downloaded material and all data I store 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 understand that this form will be effective for the duration of my attendance in the district unless revoked or changed by the district or me.

Signature of Student Date

Signature of Parent/Guardian Date

Name of School: _____

Parent/Student Signature Page

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: _____

Date: _____

I acknowledge receipt of the East Carter County handbook. I have read and understand the content of the East Carter County R-II School Middle/High School Handbook. My child and I understand that this handbook does not contain every policy regarding discipline and that I may have to contact the school for further information. I/We also understand that by signing we are agreeing that the student will be complying with the discipline code which includes swats as a form of punishment and the network user agreement. I understand that if all forms are not completed and returned to school, the student may not be able to participate in some school activities and may not be able to ride District transportation.

Student Signature: _____

Parent/Guardian Name _____

Parent /Guardian Signature: _____

Date: _____