

East Carter County R-II School District
New Student Registration Packet



East Carter R-II School District

24 S Herren Ave, Ellsinore MO 63937 / Phone: (573)322-5325 Fax: (573) 322-8586



Request for Records

Mrs. Kacie Kendrick
Elementary Principal
Phone: (573) 322-5325 Opt 4
Fax: (573) 322-8586

Mrs. Theresa Kearbey
Middle School Principal
Phone: (573) 322-5325 Opt 5
Fax: (573) 322-8586

Mr. Jon Mckinney
High School Principal
Phone: (573) 322-5325 Opt 3
Fax: (573) 322-5720

Date of Request _____ School Phone _____
School _____ School Fax # _____
Student _____ Date of Birth _____
SSN _____ Grade Level _____

EAST CARTER R-II SCHOOL DISTRICT IS REQUESTING THE FOLLOWING INFORMATION:

- _____ Cumulative permanent school records (Transcript, Current quarter grades, etc.)
- _____ Health records
- _____ Attendance records
- _____ Discipline records
- _____ Psychological reports
- _____ Special Education records, IEP, and Current Diagnostic/Evaluation Summary
- _____ Standardized Achievement Data (MAP, EOC, etc.)
- _____ Court documents

Please fax or scan and email to:

Elementary Secretary (k-5) rnewman@ecarter.k12.mo.us **Middle School Secretary (6-8)** lmunnerlyn@ecarter.k12.mo.us **High School Secretary (9-12)** kwhite@ecarter.k12.mo.us

Signature of Guardian or Parent

Date

Student cannot enroll until records are received.

East Carter County R-II School District

For Office Use Only

- ☐ SIS Data Entry/Update
- ☐ Proof of Residency
- ☐ Immunization Record
- ☐ Birth Certificate

Student Information

School Year _____ Grade: _____

Has the student previously attended the School District? If so, what year/building:

Has student previously been retained? ☐ Yes ☐ No If yes, what grade did retention occur? _____

Resident School: _____

Student's Last Name First Name Middle Name Nickname Gender

Physical Address Where Student Lives City Zip Primary Phone

Mailing Address Where Student Lives City Zip Birth Date

(Please provide copy of official birth certificate)

Is the student's ethnicity Hispanic? ☐ Yes ☐ No

What is the student's race? _____

Parent Information *The following information is requested to help us better serve our students and their parents, as there are many students who live in joint custody relationships or have non-custodial parents who are actively involved in their student's school progress. Further, we wish to honor all court orders.*

Indicate with whom the child lives:

☐ Parents (both) ☐ Mother ☐ Father ☐ Other legal guardian, please state relationship _____

(Copy of court ordered guardianship must be attached. A guardian may be appointed for the sole and specific purpose of school registration (SB944))

☐ a relative, friend(s), or other adults(s) ☐ an adult that is not the parent or the legal guardian ☐ alone with no adults

If parents are divorced, which parent has primary custody: _____

*If a divorce decree exists, please provide the complete divorce decree detailing custody arrangement.

☐ Send dual mailing to both parents

☐ * There is a court order restricting the following person's contact with the school or this student *(original copy of court order must be presented)*

Name _____

Parents/Guardians

Relation: _____ First name _____ Last name _____
Home Address _____
Primary Phone _____ Cell Phone _____ Work Phone _____
E-Mail Address _____
Employed by _____

Relation: _____ First name _____ Last name _____
Home Address _____
Primary Phone _____ Cell Phone _____ Work Phone _____
E-Mail Address _____
Employed by _____

Parents may access student information through Lumen Parent Portal. Please make sure you have entered an email address for the educational guardian on the previous page. You will receive an email from Lumen.System that will provide you with an ID and password for the system.

Transportation Information:

How will the student typically get to school?

☐ Bus # _____ ☐ Walk ☐ Private Vehicle

Military:

Student resides in the home of a parent on active duty ☐ Yes ☐ No
Student resides in the home of a parent serving in the Reserves or National Guard ☐ Yes ☐ No
Student resides in the home of a parent that has no military connection ☐ Yes ☐ No

Other children in Household:

Name (First and Last)	Age	School
_____	_____	_____

If new to the district or school, last school attended (public, private, home schooled):

District/School Name: _____ Phone: _____

Address: _____

These signatures convey consent, which will be valid, until the appropriate guardian provides written termination to the School District. I WILL NOTIFY THE SCHOOL EACH TIME THERE IS A CHANGE IN ANY OF THIS INFORMATION.

Signature of Parent/Guardian

Date

***Note to Secretary: Copy proof of residency. Contact First Student or County Clerk for address verification within district boundaries. Acceptable proof of residency: Property tax receipt, utility bill (from current month), signed affidavit of residence from property owner. Forward residency questions or concerns to Asst. Superintendent, Curriculum, Instruction and Assessment.

Emergency Contacts

Emergency care contact: (Number in order of preference) I authorize the school to call, share medical information with and release my child to:

First Name: _____

Last Name: _____

Relation: _____

Notify of Illness ☐ Yes ☐ No

May pick up student ☐ Yes ☐ No

Primary number

Cell number

Work number

First Name: _____

Last Name: _____

Relation: _____

Notify of Illness ☐ Yes ☐ No

May pick up student ☐ Yes ☐ No

Primary phone

Cell number

Work number

Additional Educational Information:

1) Child has been placed in Foster care by DFS? ☐ Yes ☐ No

Language Survey: ***This survey is required of all children registering at our school.*** It allows the school to receive funds that support services to students in need of support with English as a second language.

1) Does the student speak a language other than English? ☐ Yes ☐ No

2) Is a language other than English spoken as the main language in your home? ☐ Yes ☐ No

If yes, what language is being spoken? _____

Migrant Survey: If you have a child age 3-21 and you have moved from one school district to another school district within the past three years, your child may be eligible for a special program of supplemental services. Please answer the following questions to help us determine if your child is eligible.

Has either the parent or guardian, or the parent or guardian's spouse, or the child, been employed in some seasonal agriculture or agriculture related work such as:

- * Planting or harvesting crops (vegetables, fruit, cotton, etc.)
- * Transporting farm products to market
- * Feeding or processing poultry, beef, hogs
- * Gathering eggs or working in hatcheries
- * Working on a dairy farm or a catfish farm
- * Cutting firewood or logs to sell

☐ Yes ☐ No

Immigrant: ☐ Yes ☐ No

(The student is between the ages of 3 and 21, were not born in any State, and has not been attending one or more schools in any one or more States for more than three full academic years. This includes children adopted from another country and children born on military bases outside of the country.)

Homeless Survey

1) Are you sharing the housing of other persons due to a loss of housing, economic hardship, or a similar reason?

Explain if it is a similar reason. ☐ Yes ☐ No

Explain: _____

2) Are you currently residing at a motel, hotel, trailer parks, or camping grounds due to the lack of alternative adequate accommodations? ☐ Yes ☐ No

3) Are you currently residing in an emergency or transitional shelter? ☐ Yes ☐ No

4) Has the student been abandoned in a hospital? ☐ Yes ☐ No

5) Is your primary nighttime residence a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings? ☐ Yes ☐ No

6) Are you currently living in a car, park, public space, abandoned buildings, substandard housing, bus or train station or similar setting? ☐ Yes ☐ No

Affidavit of Enrollment, Discipline, and Law Enforcement History

The School District requires a signed enrollment, discipline, and law enforcement history affidavit upon enrollment. Falsifying and or omitting essential information is a Class B misdemeanor under Missouri's Safe School Act of 1996. Enrollment may be temporarily or permanently denied as circumstances warrant.

Is the address on page one, within the boundaries of the School District?

☐ Yes

☐ No

If the answer is NO,

☐ student is child of current employee

☐ student resides in K-8 district

(name of district)

☐ other

(conference with the principal is required)

Under penalty of law, I affirm that I am the parent or court-appointed legal guardian of the minor student,

that I reside within the boundaries of the School District, and the student resides within the boundaries of such district, and that any information or documentation that I have provided as proof of residence is true and correct to the best of my knowledge, information and belief. I understand that this statement will be maintained as part of the student's scholastic record. I understand that it is a criminal violation to make a materially false statement or affirmation, or to provide false information to establish residency, and that if I have provided false information for such purpose, the school district may file civil action against me to recover the cost of educating the student.

Is the above named student presently under suspension or expulsion from another school district?

☐ Yes

☐ No

If yes, please explain:

I certify that

is not presently and/or has not ever been expelled from school attendance at any school in this state or in any other state for an offense in violation of School Board policies relating to weapons, alcohol or drugs or for the willful infliction of injury to another person.

☐ Yes

☐ No

If no, please explain:

Has the above named student been convicted or charged with any of the following crimes in juvenile or adult courts?

☐ Yes

☐ No

If yes, indicate which crime(s):

☐ First degree murder under § 565.020, RSMo.

☐ Second degree murder under § 565.021, RSMo.

☐ First degree assault under § 565.050, RSMo

☐ Forcible rape (as it existed prior to August 28, 2013) or rape in the first degree under § 566.030, RSMo.

☐ Forcible sodomy (as it existed prior to August 28, 2013) or sodomy in the first degree under § 566.060, RSMo.

☐ Statutory rape under § 566.032, RSMo.

☐ Statutory sodomy under § 566.062, RSMo.

☐ Robbery in the first degree under § 569.020, RSMo.

☐ Distribution of drugs to a minor under § 195.212, RSMo.

☐ Arson in the first degree under § 569.040, RSMo.

☐ Kidnapping, when classified as a class A felony under § 565.110, RSMo.

I attest that all the above information is correct and true. I understand that it is a crime pursuant to § 167.023, RSMo., if I do not disclose the information requested or if I provide false information.

Signature of parent or court-appointed guardian

Date

Proof of Residence required upon initial enrollment and in the following grades: Fourth, Seventh, and Ninth

Nondiscrimination Statement

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

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

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) found online at https://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office, or write a letter addressed to the USDA and provide in the letter all the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to the USDA by:

Mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, DC 20250-9410;

Fax:

202-690-7442; or

E-mail:

program.intake@usda.gov.

This institution is an equal opportunity provider.

* * * * *

Note: The reader is encouraged to review policies and/or forms for related information in this administrative area.

Implemented:

Revised:

East Carter R-II School District, Ellsinore, Missouri



New Student to District Bus Assignment

East Carter R-II Transportation

Date _____ Bus
_____ Driver _____

Students Name _____ Grade _____

Name of Parents/Guardian _____

Address
Description _____

Draw a Map where student lives: Locate any landmarks that may be used to help locate residence, or neighbors names.

New Student to District Bus Assignment

East Carter R-II Transportation

East Carter R-2 School District

Health Inventory

2019/2020 SY

Your child's learning depends upon good health . To assist us in providing health services for your student, please complete the following inventory and return to Health Office.

Student_____ Birthdate_____ Grade_____ Teacher_____

Health Ins Name:_____ Policy #_____

Primary DR:_____ PH#_____

Hospital preference_____

In the case of an emergency, may the student be transported by EMS? Yes__ NO__

MY STUDENT HAS: NO HEALTH CONCERNS (CIRCLE IF THIS APPLIES)

Asthma	yes	no	If yes , please contact the school nurse for the Asthma health history form/Emergency Plan
Blood sugar concerns (Diabetes or Hypoglycemia)	yes	no	If yes , please contact the school nurse for the Diabetes health history form/Emergency Plan
Allergies Type: Drug, food, insect, environmental, other_____	yes	no	mild_____Life threatening____local reaction____ Symptoms when exposed to allergens: List medication/actions required : Epipen____Benadryl____Inhaler____ If yes , please contact school nurse for the Allergy/Bite sting health history form/Emergency Plan
Seizures Date of last seizure_____	yes	no	If yes , please contact the school nurse for the Seizure health history form/Emergency Plan
Heart Condition	yes	no	describe
Orthopedic problems	yes	no	describe
Bowel/Bladder problems	yes	no	describe
Neurological problems	yes	no	describe
Hearing deficits	yes	no	Use of assistive equip such as aids?
Vision Deficits	yes	no	glasses____contacts____
Immune Deficiency	yes	no	describe
Other	yes	no	describe

Please list name, dose, time and reason for any daily medications:_____

The School district Medication policy states that your student may receive the following medications (generic form) with signed permission from you, and the nurse determines if the child needs the medication. If you would like your child to receive any of the following medication(s) should the need arise, please check the appropriate box.

My Child may be given:

☐ Tylenol ☐ Ibuprofen ☐ Pepto Bismol ☐ Roloids/Tums ☐ Benadryl

IF A STUDENT NEEDS A MEDICATION FROM HOME, PLEASE FILL OUT THE PERMISSION FORMS AND A DESIGNATED ADULT HAS TO BRING THE MEDICATION TO THE HEALTH OFFICE. IT IS AGAINST SCHOOL POLICY FOR STUDENTS TO CARRY MEDICATION.

I UNDERSTAND THAT AS A PARENT/GUARDIAN, IT IS MY RESPONSIBILITY TO KEEP THE HEALTH OFFICE UPDATED ON MY CHILD'S HEALTH.
I UNDERSTAND THAT THIS HEALTH INFORMATION WILL BE SHARED WITH THE PERSONS LISTED BY PARENT ON THEIR ENROLLMENT FORM AND SCHOOL STAFF AS NEEDED FOR THE HEALTH AND CARE OF MY CHILD

PARENT/GAURDAIN SIGNATURE_____ Date_____

HOW TO APPLY FOR FREE AND REDUCED PRICE SCHOOL MEALS

Please use these instructions to help you fill out the application for free or reduced price school meals. You only need to submit one application per household, even if your children attend more than one school in East Carter County R-II School District. The application must be filled out completely to certify your children for free or reduced price school meals. Please follow these instructions in order! Each step of the instructions is the same as the steps on your application. If at any time you are not sure what to do next, please contact Julie Warrick at East Carter County R-II School District. Phone: (573) 322-5625 EXT: 118 or email: jwarrick@ecarter.k12.mo.us

PLEASE USE A PEN (NOT A PENCIL) WHEN FILLING OUT THE APPLICATION AND DO YOUR BEST TO PRINT CLEARLY.

STEP 1: LIST ALL HOUSEHOLD MEMBERS WHO ARE INFANTS, CHILDREN, AND STUDENTS UP TO AND INCLUDING GRADE 12

Tell us how many infants, children, and school students live in your household. They do NOT have to be related to you to be a part of your household.

Who should I list here? When filling out this section, please include ALL members in your household who are:

- Children age 18 or under AND are supported with the household's income;
- In your care under a foster arrangement, or qualify as homeless, migrant, or runaway youth;
- Students attending East Carter County R-II School District, regardless of age.

List each child's name. Print each child's name. Use one line of the application for each child. When printing names, write one letter in each box. Stop if you run out of space. If there are more children present than lines on the application, attach a second piece of paper with all required information for the additional children.

Building name/Grade. If child is a student, list building name and grade.

Do you have any foster children? If any children listed are foster children, mark the "Foster Child" box next to the child's name. If you are ONLY applying for foster children, after finishing **STEP 1**, go to **STEP 4**. Foster children who live with you may count as members of your household and should be listed on your application. If you are applying for both foster and non-foster children, go to step 3.

Are any children homeless, migrant, or runaway? If you believe any child listed in this section meets this description, mark the "Homeless, Migrant, Runaway" box next to the child's name and complete all steps of the application.

STEP 2: DO ANY HOUSEHOLD MEMBERS CURRENTLY PARTICIPATE IN SNAP, TANF, OR FDPIR?

If anyone in your household (including you) currently participates in one or more of the assistance programs listed below, your children are eligible for free school meals:

- The Supplemental Nutrition Assistance Program (SNAP)
- Temporary Assistance for Needy Families (TANF)
- The Food Distribution Program on Indian Reservations (FDPIR).

If no one in your household participates in any of the above listed programs:

- Leave **STEP 2** blank and go to **STEP 3**.

If anyone in your household participates in any of the above listed programs:

- Write a case number for SNAP, TANF, or FDPIR. You only need to provide one case number. If you participate in one of these programs and do not know your case number, contact: State number 1-855-373-4636 – (573) 323-4201W
- Go to **STEP 4**.

STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS

How do I report my income?

- Use the charts titled "Sources of Income for Adults" and "Sources of Income for Children," printed on the back side of the application form to determine if your household has income to report.
- Report all amounts in GROSS INCOME ONLY. Report all income in whole dollars. Do not include cents.
 - Gross income is the total income received before taxes
 - Many people think of income as the amount they "take home" and not the total, "gross" amount. Make sure that the income you report on this application has NOT been reduced to pay for taxes, insurance premiums, or any other amounts taken from your pay.

(Information follows on the reverse side.)

Write a “0” in any fields where there is no income to report. Any income fields left empty or blank will also be counted as a zero. If you write ‘0’ or leave any fields blank, you are certifying (promising) that there is no income to report. If local officials suspect that your household income was reported incorrectly, your application will be investigated.

- Mark how often each type of income is received using the check boxes to the right of each field.

3.A. REPORT INCOME EARNED BY CHILDREN

A) Report all income earned or received by children. Report the combined gross income for ALL children listed in STEP 1 in your household in the box marked “Child Income.” Only count foster children’s income if you are applying for them together with the rest of your household.

What is Child Income? Child income is money received from outside your household that is paid DIRECTLY to your children. Many households do not have any child income.

3.B REPORT INCOME EARNED BY ADULTS

Who should I list here?

- When filling out this section, please include ALL adult members in your household who are living with you and share income and expenses, even if they are not related and even if they do not receive income of their own.
- **Do NOT include:**
 - People who live with you but are not supported by your household’s income AND do not contribute income to your household.
 - Infants, Children and students already listed in **STEP 1.**

List adult household members’ names.
Print the name of each household member in the boxes marked “Names of Adult Household Members (First and Last).” Do not list any household members you listed in STEP 1. If a child listed in **STEP 1** has income, follow the instructions in **STEP 3, part A.**

Report earnings from work. Report all total gross income from work in the “Earnings from Work” field on the application. This is usually the money received from working at jobs. If you are a self-employed business or farm owner, you will report your net income.

What if I am self-employed? Report income from that work as a net amount. This is calculated by subtracting the total operating expenses of your business from its gross receipts or revenue.

Report income from public assistance/child support/alimony.
Report all income that applies in the “Public Assistance/Child Support/Alimony” field on the application. Do not report the cash value of any public assistance benefits NOT listed on the chart. If income is received from child support or alimony, only report court-ordered payments. Informal but regular payments should be reported as “other” income in the next part.

Report income from pensions/retirement/all other income.
Report all income that applies in the “Pensions/Retirement/ All Other Income” field on the application.

Report total household size. Enter the total number of household members in the field “Total Household Members (Children and Adults).” This number MUST be equal to the number of household members listed in **STEP 1** and **STEP 3.** If there are any members of your household that you have not listed on the application, go back and add them. It is very important to list all household members, as the size of your household affects your eligibility for free and reduced price meals.

Provide the last four digits of your Social Security Number. An adult household member must enter the last four digits of their Social Security Number in the space provided. You are eligible to apply for benefits even if you do not have a Social Security Number. If no adult household members have a Social Security Number, leave this space blank and mark the box to the right labeled “Check if no SSN.”

STEP 4: CONTACT INFORMATION AND ADULT SIGNATURE

All applications must be signed by an adult member of the household. By signing the application, that household member is promising that all information has been truthfully and completely reported. Before completing this section, please also make sure you have read the privacy and civil rights statements on the back of the application.

Provide your contact information. Write your current address in the fields provided if this information is available. If you have no permanent address, this does not make your children ineligible for free or reduced price school meals. Sharing a phone number, email address, or both is optional, but helps us reach you quickly if we need to contact you.

Print and sign your name and write today’s date.
Print the name of the adult signing the application and that person signs in the box “Signature of adult.”

Mail Completed Form to:
East Carter County
R-II School District
24 S. Herron Ave.
Ellsinore, MO. 63937

Share children’s racial and ethnic identities (optional). On the back of the application, we ask you to share information about your children’s race and ethnicity. This field is optional and does not affect your children’s eligibility for free or reduced price school meals.

2019-2020 Application for Free and Reduced Price School Meals

Complete one application per household. Please use a pen (not a pencil).

Date Received by LEA

Attachment E

STEP 1 List ALL Household Members who are infants, children, and students up to and including grade 12 (if more spaces are required for additional names, attach another sheet of

Definition of Household Member: "Anyone who is living with you and shares income and expenses, even if not related." Children in Foster care and children who meet the definition of Homeless, Migrant or Runaway are eligible for free meals. Read How to Apply for Free and Reduced Price School Meals for more information.

Child's First Name	MI	Child's Last Name	Building Name	Grade	Foster Child	Homeless, Migrant, Runaway

STEP 2 Do any Household Members (including you) currently participate in one or more of the following assistance programs: SNAP, TANF, or FDIPIR? Circle one: Yes / No

If you answered NO > Complete STEP 3. If you answered YES > Write a case number here then go to STEP 4 (Do not complete STEP 3) Case Number: Write only one case number in this space.

STEP 3 Report Income for ALL Household Members (Skip this step if you answered 'Yes' to STEP 2)

Are you unsure what income to include here? Flip the page and review the charts titled "Sources of Income" for more information. The "Sources of Income for Children" chart will help you with the Child Income section. The "Sources of Income for Adults" chart will help you with the All Adult Household Members section.

A. Child Income Sometimes children in the household earn income. Please include the TOTAL gross income earned by all children listed in STEP 1 here.

B. All Adult Household Members (including yourself) List all Household Members not listed in STEP 1 (including yourself) even if they do not receive income. For each Household Member listed, if they do receive income, report gross income (before taxes) for each source in whole dollars (no cents) only. If they do not receive income from any source, write '0'. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report.

Name of Adult Household Members (First and Last)	Earnings from Work	How often?				Public Assistance/ Child Support/Alimony	How often?				Pensions/Retirement/ All Other Income	How often?			
		Weekly	Bi-Weekly	2x Month	Monthly		Weekly	Bi-Weekly	2x Month	Monthly		Weekly	Bi-Weekly	2x Month	Monthly
	\$					\$					\$				
	\$					\$					\$				
	\$					\$					\$				

Total Household Members (Children and Adults)

Last four digit of Social Security Number (SSN) of primary wage earner or other adult household member.

Check if no SSN

STEP 4 Contact information and adult signature Mail Completed Form To: East Carter County R-II School District 24 South Herron Ave. Ellsinore, MO. 63937

"I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws."

Street Address (if available)	Apt #	City	State	Zip	Daytime Phone and Email (optional)
Printed name of adult completing the form		Signature of adult completing the form			Today's date

DO NOT FILL OUT THIS SECTION. THIS IS FOR SCHOOL USE ONLY.

ANNUAL INCOME CONVERSION: WEEKLY X 52, EVERY 2 WEEKS X 26, TWICE A MONTH X 24, MONTHLY X 12 (USE ONLY IF MULTIPLE FREQUENCY)

Food Stamps/Temporary Assistance Household size: Total income: Per: Week Every 2 Weeks Twice a Month Month Year

Eligibility: Free Reduced Denied Reason: Date withdrawn:

Determining Official's Signature: Date Approved/Denied:

Confirming Official's Signature (For verification purposes only): Date:

INSTRUCTIONS Sources of Income

<i>Sources of Income for Children</i>		<i>Sources of Income for Adults</i>		
Sources of Child Income	Example(s)	Earnings from Work	Public Assistance/ Alimony/Child Support	Pensions / Retirement / All Other Income
- Earnings from work	- A child has a regular full or part-time job where they earn a salary or wages	- Salary, wages, cash bonuses - Net income from self-employment (farm or business)	- Unemployment benefits - Worker's compensation - Supplemental Security Income (SSI) - Cash assistance from State or local government	- Social Security (including railroad retirement and black lung benefits) - Private pensions or disability benefits - Regular income from trusts or estates
- Social Security - Disability Payments - Survivor's Benefits	- A child is blind or disabled and receives Social Security benefits - A Parent is disabled, retired, or deceased, and their child receives Social Security benefits	If you are in the U.S. Military: - Basic pay and cash bonuses (do NOT include combat pay, FSSA or privatized housing allowances) - Allowances for off-base housing, food and clothing	- Alimony payments - Child support payments - Veteran's benefits - Strike benefits	- Annuities - Investment income - Earned interest - Rental income - Regular cash payments from outside household
- Income from person outside the household	- A friend or extended family member regularly gives a child spending			
- Income from any other source	- A child receives regular income from a private pension fund, annuity, or trust			

OPTIONAL Children's Racial and Ethnic Identities

We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced price meals. If ethnicity/race is not selected, a visual identification will be determined.

Ethnicity (check one): ☐ Hispanic or Latino ☐ Not Hispanic or Latino

Race (check one or more): ☐ American Indian or Alaskan Native ☐ Asian ☐ Black or African American ☐ Native Hawaiian or Other Pacific Islander ☐ White

The **Richard B. Russell National School Lunch Act** requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

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

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

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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LETTER TO PARENTS

FREQUENTLY ASKED QUESTIONS ABOUT FREE AND REDUCED PRICE SCHOOL MEALS

Dear Parent/Guardian:

Children need healthy meals to learn. **East Carter County R-II School District** offers healthy meals every school day. Breakfast costs **\$0.95**; lunch costs **\$1.45**. **Your children may qualify for free meals or for reduced price meals.** Reduced price is **\$0.30** for breakfast and **\$0.40** for lunch. This packet includes an application for free or reduced price meal benefits, and a set of detailed instructions. Below are some common questions and answers to help you with the application process.

1. WHO CAN GET FREE OR REDUCED PRICE MEALS?

- All children in households receiving benefits from **the Food Stamp Program/Supplemental Nutrition Assistance Program (SNAP), the Food Distribution Program on Indian Reservations (FDPIR) or Temporary Assistance/Temporary Assistance for Needy Families (TANF)**, are eligible for free meals.
- **Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.**
- **Children participating in their school's Head Start program are eligible for free meals.**
- Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
- Children may receive free or reduced price meals if your household's income is within the limits on the Federal Income Eligibility Guidelines. Your children may qualify for free or reduced price meals if your household income falls at or below the limits on this chart.

Household Size	<u>Annually</u>	<u>Monthly</u>	<u>Weekly</u>
1	\$23,107	\$1,926	\$445
2	31,284	2,607	602
3	39,461	3,289	759
4	47,638	3,970	917
5	55,815	4,652	1,074
6	63,992	5,333	1,231
7	72,169	6,015	1,388
8	80,346	6,696	1,546
For each add'l person add	+ 8,177	+ 682	+ 158

2. HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY? Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and haven't been told your children will get free meals, please call or e-mail jwarrick@ecarter.k12.mo.us

3. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. *Use one Free and Reduced Price School Meals Application for all students in your household.* We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: **East Carter County R-II School District, 24 South Herron Ave. Ellsinore, MO. Julie Warrick: Food service clerk.**

4. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE MEALS? No, but please read the letter you got carefully and follow the instructions. If any children in your household were missing from your eligibility notification, contact **Julie Warrick at East Carter County R-II School District/(573) 322-5625 EXT. 118/jwarrick@ecarter.k12.mo.us** immediately.

5. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE? Yes. Your child's application is only good for that school year and for the first few days of this school year. You must send in a new application unless the school told you that your child is eligible for the new school year.

6. I GET WIC. CAN MY CHILDREN GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced price meals. Please send in an application.

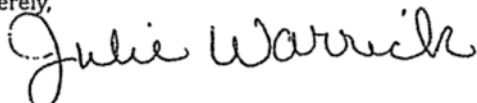
7. WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report.

8. IF I DON'T QUALIFY NOW, MAY I APPLY LATER? Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and reduced price meals if the household income drops below the income limit.

9. WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION? You should talk to school officials. You also may ask for a hearing by calling or writing to: East Carter County R-2 School District 24 S. Herren Ave. Ellsinore, Mo. 63937 % Julie Warrick; Food clerk (573)322-5625 Ext. 118.
10. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced price meals.
11. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.
12. WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT? Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. Whenever this happens, please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so.
13. WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY? Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, or receive Family Subsistence Supplemental Allowance payments, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income.
14. WHAT IF THERE ISN'T ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY? List any additional household members on a separate piece of paper, and attach it to your application. Contact Julie Warrick; Food Clerk (573)322-5625 Ext. 118 to receive a second application.
15. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for the Food Stamp Program/SNAP or other assistance benefits, contact your local assistance office or call 1-855-373-4636.

If you have other questions or need help, call Julie Warrick; Food Service Clerk (573)322-5625 Ext. 118 or email to jwarrick@ecarter.k12.mo.us

Sincerely,



USDA Non-discrimination Statement:

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

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

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

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East Carter County R-II School District

Internet Safety Policy

Introduction

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

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

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the East Carter R-II School District online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Supervision and Monitoring

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

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

CIPA definitions of terms:

TECHNOLOGY PROTECTION MEASURE

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

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

HARMFUL TO MINORS

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

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

SEXUAL ACT; SEXUAL CONTACT

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

East Carter County R-II School District

Acceptable Use Policy

Student Users

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

Employee Users

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

External Users

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

General Rules and Responsibilities

The following rules and responsibilities will apply to all users of the district's technology resources:

1. Applying for a user ID under false pretenses or using another person's ID or password is prohibited.
2. Sharing user IDs or passwords with others is prohibited except when shared with the district's technology department for the purpose of support. Individuals who share IDs or passwords may be disciplined and will be held responsible for any actions taken by those using the ID or password. A user will not be responsible for theft of passwords and IDs, but may be

responsible if the theft was the result of user negligence.

3. Deleting, examining, copying or modifying district files or data without authorization is prohibited.

4. Deleting, examining, copying or modifying files or data belonging to other users without their prior consent is prohibited.

5. Mass consumption of technology resources that inhibits use by others is prohibited.

6. Use of district technology for soliciting, advertising, fundraising, commercial purposes or financial gain is prohibited, unless authorized by the district or in accordance with policy KI. Use of district technology resources to advocate, support or oppose any ballot measure or candidate for public office is prohibited.

7. Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.

8. Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.

9. The district prohibits the use of district technology resources to access, view or disseminate information that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, or pervasively indecent or vulgar.

10. Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.

11. The district prohibits the use of district technology resources to access, view or disseminate information that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, they will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful district policies and procedures.

12. The district prohibits any use that violates any person's rights under applicable laws, and specifically prohibits any use that has the purpose or effect of discriminating against or harassing any person on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information, pregnancy or use of leave protected by the Family and Medical Leave Act (FMLA).

13. The district prohibits any unauthorized intentional or negligent action that damages or disrupts technology, alters its normal performance or causes it to malfunction. The district will hold users responsible for such damage and will seek both criminal and civil remedies, as necessary.

14. Users may install and use only properly licensed software and audio or video media purchased by the district or approved for use by the district. All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license and approved by the district.

15. At no time will district technology or software be removed from district premises, unless authorized by the district.
16. All users will use the district's property as it was intended. Technology resources will not be moved or relocated without permission from the network administrator or designee. All users will be held accountable for any damage they cause to district technology resources.
17. The district prohibits the use of smart voice recognition devices due to personally identifiable students, student information, or student records.
18. The district prohibits the use of unauthorized personal devices on the districts network or wireless network.

Technology Security and Unauthorized Access

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

Online Safety and Confidentiality

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

Electronic Mail and Messaging

A user is generally responsible for all e-mail and other electronic messages originating from the user's accounts; however, users will not be held responsible when the messages originating

from their accounts are the result of the account being hacked.

1. Forgery or attempted forgery of electronic messages is illegal and prohibited.
2. Unauthorized attempts to read, delete, copy or modify electronic messages of other users are prohibited.
3. Users are prohibited from sending unsolicited mass email or other electronic messages. The district considers more than ten addresses per message, per day a violation, unless the communication is a necessary, employment-related function or an authorized publication.
4. When communicating electronically, all users must comply with district policies, regulations and procedures and adhere to the same standards expected in the classroom.
5. Users must obtain permission from the superintendent or designee before sending any districtwide electronic messages.

Communication Devices

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

Exceptions

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

Waiver

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

ACCEPTABLE USE POLICY

(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 _____

COPPA Parental Consent Form

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

East Carter R-II contracts with a highly respected service called Education Framework to vet the safety and security of the educational websites used by our students. The sites to be used throughout this school year are listed on the district website, or at <https://edprivacy.educationframework.com/Districts/main.aspx?districtid=30326>.

Please review the list and the privacy policies provided for your information and then complete the following:

I give consent for my student to have accounts on the websites listed on the East Carter R-II website that have been vetted for my child's privacy and safety.

Date: _____

Student Name: _____

Parent/Guardian Signature: _____

East Carter County R-II School District



1:1 Device Handbook

2019 - 2020

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1 Receiving and Returning Your Chromebook

1.1 Receiving Your Chromebook:

All parents/guardians of students receiving chromebooks will be required to either purchase the optional Device Protection Plan for \$20/year, or sign off stating that you are declining the optional Device Protection Plan and will pay in full any damages acquired to the device while in possession of the student, loss or theft, and up to and including full replacement costs of the device, protective case and accessories.

Chromebooks will be distributed to students at the beginning of the school year, and during scheduled dates before the school year starts. Parents will be notified of pickup dates and times beforehand. Parents and Students must sign and return the 1to1 Device Handbook, the Student Pledge document, and the Optional Protection Plan form. These documents will need to be signed and returned during the Chromebook pickup meetings or during student registration.

Each student will receive a Chromebook, protective case, and power adapter.

The device remains the property of the East Carter County R-II School District at all times.

1.2 Returning Your Chromebook:

Individual Chromebooks, cases and power adapters must be returned back to the school at the end of each school year. Any device not returned will be disabled by the school district, which will make the device inoperable.

Students who withdraw, are expelled, or terminate enrollment at the East Carter County R-II School District for any other reason, must return their Chromebook and accessories to the building's Library Media Center or the Technology Department on their last day of attendance. Failure to turn in the Chromebook and accessories may result in the student being charged the full replacement cost. Any damage to the Chromebook and/or accessories will be handled on a case-by-case basis, and will be subject to the replacement cost schedule. Unpaid fines and fees of students leaving the East Carter County R-II School District may

be turned over to a collection agency. Additionally, a report of stolen property with the local law enforcement agency may be filed by the school or school designee. Students transcripts may also be held until fines are paid in full.

2.0 Taking Care of Your Chromebook

2.1 General Precautions

Students are responsible for the general care of the Chromebook they have been issued by the school district. Chromebooks that are broken or fail to work properly must be taken to the Library Media Center as soon as possible to be evaluated. If a loaner Chromebook is needed, one may be issued to the student until their Chromebook can be repaired or replaced if available.

- No open food or drink should be next to Chromebooks.
- Cords, cables, and removable storage devices must be inserted and removed carefully.
- Chromebooks should not be used or stored near pets.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks should be powered off when not in use to conserve battery life.
- Chromebooks and Chromebook cases must remain free of any writing, drawing, paint, stickers, and labels.
- Heavy objects should never be placed on top of Chromebooks.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose your Chromebook to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook. Do not store your Chromebook in your vehicle.

District owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance.

2.2 Protective Cases

Each student will be issued a protective case for his/her Chromebook that should ***remain on the Chromebook at all times***. Although the cases are reinforced

to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.

2.3 Carrying Chromebooks

- Always transport Chromebooks with care and in the school issued protective cases. Failure to do so may result in disciplinary action.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with the lid closed.
- Never carry Chromebooks with the screen open.

2.4 Screen Care

Chromebook screens can be easily damaged. The screens are sensitive to damage from excessive pressure on the screen.

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids.
- Do not poke the screen.
- The screens are particularly sensitive to damage from excessive pressure.
- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Do not place anything in the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or papers).
- Clean the screen with a soft, dry antistatic, or microfiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are convenient and relatively inexpensive.

3.0 Using Your Chromebook

Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by the teachers. The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks and

schedules will be accessed using the Chromebook. While at school, students are provided WiFi.

It is recommended that all students take their Chromebook home each night throughout the school year to charge their Chromebooks each and every evening. When fully charged at home, the battery should last throughout the day. The district is not responsible for any data/usage charges incurred by the device, or for configuring Internet/WiFi access at the students home or off campus.

3.1 Chromebook left at home

If a student leaves his or her Chromebook at home:

- The student may also go to the Library Media Center and check out a loaner for the day, provided one is available. A student borrowing a device will be responsible for any damage to or loss of the loaned device, just like it was his/her original device.
- The student who obtained the loaned device must return the device back to the Library Media Center within 5 minutes of the end of the day.
- The student is still responsible for getting the course work completed as if their Chromebook was present.
- The school will document the number of times a loaner is issued to each student for not having their own device and the reason for not having their device. The Principal's office will be notified for those students who have more than 3 occurrences during a semester.
- Students who check out a loaner device for 5 or more concurrent school days will have their assigned device disabled until it is returned to school to verify the student has the device in their possession.

3.2 Chromebooks Undergoing Repair

- Loaner Chromebooks may be issued to students when they leave their school issued Chromebook for repair at the Library Media Center.
- A student borrowing a Chromebook will be responsible for any damage to or loss of the loaned device, just like it was their original school issued device.
- Chromebooks on loan to students having their devices repaired may be taken home.

- Students will be contacted when their devices are repaired and available to be picked up from the Library Media Center when the accident claim is paid and processed. The loaner Chromebook must be returned when the repaired Chromebook is picked up.
- Students will have 3 days from the time their device is reported as being repaired to pick up their device.

3.3 Charging your Chromebook

Chromebooks should be brought to school each day fully charged. Students are expected to charge their Chromebooks each evening. A fully charged Chromebook battery should last throughout the entire school day.

3.4 Backgrounds and Passwords

- Inappropriate media may not be used as a screensaver or background photo.
- Presence of inappropriate images and/or graphics such as guns, weapons, pornographic materials, inappropriate language, alcohol, drug references or pictures may result in disciplinary actions.
- The East Carter County R-II Administrative staff reserve the right to change a background or theme on a Chromebook at any time for any reason.
- Protect your password. Do not share your password.
- Students enrolling from another school may need to report to the Library Media Specialist or school building office to get their password.

3.5 Sound, Music, Games or Programs

- Sound should be muted at all times unless permission is obtained from the teacher.
- Headphones may be used at the discretion of the teacher.
- All Chrome applications must meet the requirements of the Acceptable Use Policy, Data Governance Policy, FERPA, and COPPA and be approved by the district before use.

3.6 Printing

- Students are encouraged to digitally publish and share their work with their teachers and peers.

- Students may not be able to print directly from their Chromebooks to classroom printers at school.

3.7 Home Internet Access

Students will be able to access the internet at home and anywhere else outside of the district. Students may be prompted to supply a password to access the internet. The school district is not responsible for configuring internet wireless connectivity for Chromebooks at the students home or while off campus.

4.0 Managing and Saving Digital Work

- Students may save work to their Google Drive (cloud based storage medium) via their Chromebook. Google Drive can be accessed by a variety of different platforms with an internet connection (e.g. desktops, laptops, Chromebooks and tablets).
- The Chromebook's hard drive has limited storage capability. Students are encouraged to save files to their Google Drive as much as possible.
- Files left on the hard drives of the Chromebooks will not be backed up by the district in cases of resetting or re-imaging.
- It is the student's responsibility to ensure that their work is backed up and therefore not lost due to mechanical failure or accidental deletion.
- The school district will not be responsible for the loss of any student work.

5.0 Software On Chromebooks

5.1 Originally Installed Software

- All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS) and many other applications deemed useful for academic purposes.
- The Chrome OS will automatically install updates when the device is powered down and restarted.
- The extensions/apps originally installed by East Carter County R-II School District must remain on the Chromebook in usable condition and be easily accessible at all times.
- Occasionally, the East Carter County R-II School District will add necessary software and apps to the student's computer.

- Applications that are no longer needed will automatically be removed by the school.

5.2 Additional Software and Restricted Apps

- Students are unable to install additional software on the Chromebook other than what has been approved by the East Carter County R-II School District.
- Students are allowed to load extra extensions/apps on their Chromebook that are pre-approved through the school districts custom Chrome Web Store. Students are responsible for the web apps and extensions they install on their Chromebooks. Apps and other media must be appropriate per the school's acceptable use policy and code of conduct. Students will be asked to remove apps and media if deemed inappropriate. These apps/extensions will be available upon logging into the Chromebook using the official school approved email address.

5.3 Virus Protection

Virus protection is built into the chromebook.

5.4 Inspections

- Students may be selected at random to provide their Chromebook for inspections.
- Reasons for Chromebook inspection may include but are not limited to the following: functionality, maintenance, serviceability and various violations of student acceptable responsibilities when using the Chromebook.
- Inappropriate use or content may be subject to disciplinary action.

5.5 Restoring the Chromebook

- If technical difficulties occur, the Chromebook may be restored to its original factory settings. The school does not accept responsibility for the loss of any software or documents deleted due to a need to reformat and/or re-image of the device.
- All data stored on the hard drive of the Chromebook will be removed if the device has to be restored to its original settings.

5.6 Software Upgrades

- Each time you turn on your Chromebook, the system automatically checks for updates and applies any updates that it finds.
- It is highly recommended that students completely turn off their Chromebooks at night. This will allow the device to update on its own when powered on the following day.

6.0 Acceptable Use

6.1 General Guidelines:

- Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the East Carter County R-II School District.
- Access to the East Carter County R-II School District technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the rules of the District's Acceptable Use Policy. Violations of these rules may result in the loss of privileges, as well as other disciplinary action as defined by the East Carter R-II Acceptable Use Policy, Plan of Discipline, or other policies.
- It is up to the discretion of the Director of Technology and/or school administration to use judgement as to what is acceptable in any undefined instances that may arise.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, school administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.
- All users of the district's technology resources and/or school network must sign the district's Acceptable Use Policy and abide by the rules defined in

the district's Acceptable Use Policy. This is in addition to the rules and policies outlined in the Chromebook 1:1 Handbook.

6.2 Privacy and Safety:

- Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. The school may, without prior notice or consent, log, supervise, access, view, monitor use of student Chromebooks at any time for any reason related to the operation of the school. By using a Chromebook, students agree to such access, monitoring, and recording of their use. Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks during school hours only for educational purposes and to keep students on track with their assignments.
- Do not go into chat rooms or send chain letters without permission. If applicable, teachers may create discussion groups for communication among students for education purposes.
- Do not open, use or change files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, identifiable information, credit card numbers, passwords or passwords of other people.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately and notify a teacher.

6.3 Legal Property:

- All students and staff must comply with all applicable laws, including but not limited to trademark and copyright laws and license agreements.
- Plagiarism is a violation of the East Carter County R-II School District Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to East Carter County R-II School District Student/Parent Handbook. Violation of applicable state or federal law may result in criminal prosecution or disciplinary action by the District.

6.4 Email:

- Students in need of email for academic reasons will only be allowed email access through an address assigned by the district. This email access will be through a Google Gmail system managed by the East Carter County R-II School District. The network is heavily monitored by the district's technology department and is subject to filtering of inappropriate content or websites not of educational value.
- Always use appropriate and proper language in your communication.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam.
- No private chatting during class without permission is allowed.
- Email is subject to inspection at any time by school administration.
- District issued student email accounts will only be able to communicate with other East Carter County R-II School District students and staff.

6.5 Consequences:

- Students will be responsible for accounts and/or computer hardware issued to them.
- Non-compliance with the policies of the Chromebook 1:1 Handbook or the East Carter R-II Network Usage Policy may result in disciplinary action as outlined by the discipline code and/or other school policies for the year.

7.0 Protecting and Storing your Chromebook

7.1 Chromebook Identification

Student Chromebooks will be labeled in the manner specified by the East Carter County R-II School District. Chromebooks can be identified in the following ways:

- Record of serial number
- East Carter County R-II School District etching on the Chromebook
- Student Identification number
- Student ID card in the pocket of the Chromebook case

- Students should not remove labels and/or serial number labels that are placed on the device or protective case.

7.2 Storing Your Chromebook:

- When students are not using their Chromebook, they should store them in their locked locker.
- Students are encouraged to take their Chromebooks home every day after school, regardless of whether or not they are needed.
- Nothing should be placed on top of the Chromebook when stored in the locker.
- Chromebooks should not be stored in a student's vehicle at school or at home for security and temperature control measures.

7.3 Chromebooks Left in Unsupervised Areas:

- Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms and hallways.
- Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it will be taken to the Library Media Center, Technology Department or the office and may result in disciplinary action.

8. Repairing/Replacing Your Chromebook

8.1 Manufacturer Warranty:

- Chromebooks include a one year hardware warranty from the manufacturer.
- The manufacturer warrants the Chromebook to be free from defects in materials and workmanship.
- The manufacturer warranty covers normal use, mechanical breakdown, and faulty construction. The manufacturer will provide repair to the Chromebook inside the scope of this warranty.
- The manufacturer warranty does not warrant against damage caused by misuse, abuse, or accidents.

8.2 Protection Plan:

The district offers an optional protection plan for all students that helps protect against breakage and damage of the device. Theft is covered with the protection plan also at a lower replacement cost with a police report.

The protection plan is available and highly recommended for all students.

The protection plan must be paid in full to be in effect before the chromebook is checked out to a student.

- Protection plan cost per device is \$20.00 annually.
- First claim within a year will require a \$0.00 deductible for repair.
- Second claim within a year will require a \$10.00 deductible for repair.
- Third claim within a year will require a \$20.00 deductible for repair.
- Subsequent claims beyond the third claim within a school year will be at a total cost to the student of the repairs/replacement.
- Damages are claimed for each incident. If a student turns in a device to have the screen and keyboard replaced at the same time, this will be counted as two separate claims.
- Protection plan covers theft of a device. A police report must be filed with the school district.
- Protection plan does not cover loss of the device.
- Reimbursement of protection plan payment for students who withdraw from the district and have not had any damage claims will be prorated at \$10.00 per semester, with the maximum refund being \$10.00 within a given year. Reimbursement must be requested in writing to be fulfilled.

****If you choose not to purchase the protection plan and the computer is damaged, lost or stolen, you are responsible for all repairs and/or replacement costs in full.***

*****Annual is determined to be From when the Chromebooks is issued to the student, until the end of the regular school year, or the end of summer school session of which your student is enrolled. If Protection Plan is enrolled on the first day of Second Semester or after, the cost per device is \$10.00.***

8.3 Claims:

- If at any point during the school year there is damage, loss, or theft of a Chromebook, the student must contact Library Media Center immediately.
- Any technical issue with the device must be brought to the attention of Library Media Center staff immediately. This includes but is not limited to; Chrome OS (operating system), battery issues, loss of internet connectivity, failure of apps to launch, etc.
- Fines will be imposed in accordance with the below chart or as the circumstances may warrant at the discretion of the East Carter County R-II School District and its administrators.
- All reports will be investigated and addressed on a case by case basis.

8.4 Estimated Cost of Repairs Without Purchase of Damage Waiver:

All repairs and/or replacements must be run through the East Carter County R-II School District.

- Replacement of the Chromebook \$200
- Motherboard \$95.00
- AC Adapter and Power Cord \$30
- Battery \$45
- Protection Case \$50
- Screen Replacement \$50
- Screen hinges (L&R pair) \$30
- Top Cover (A-Side) \$40
- Screen Bezel (B-Side) \$25
- Keyboard (includes palmrest) \$60
- Bottom casing (D-Side) \$30
- Power port \$20
- LCD video cable (motherboard > screen) \$15
- USB Board \$25
- Speakers \$15
- Camera \$15

8.5 Asset Tags

All Chromebooks have asset tags applied to the devices. This allows the school district to keep track of the device and who it's checked out too. ***Asset tags are not to be removed from the Chromebooks at any time.*** If you notice the asset tag needs replaced due to normal use of the device, go to the Library Media Center and request a replacement asset tag be placed on your device.

9. Chromebook Technical Support

The Library Media Center will be the first point of contact for the following:

- User account support
- Coordination of warranty repair
- Distribution of loaner Chromebooks
- Hardware maintenance and repair
- Operating system or software configuration support
- Restoring Chromebook to factory default
- System software updates

Student Pledge - Chromebook Use

As a student of the East Carter County R-II School District, I will:

- Take good care of my Chromebook.
- Never leave my Chromebook unattended.
- Never loan out my Chromebook to other individuals.
- Know where my Chromebook is at all times.
- Fully charge my Chromebook each night before I come to school.
- Keep food and beverages away from Chromebook.
- Not disassemble any part of my Chromebook or attempt any repairs.
- Keep my Chromebook in the district-provided always-on case at all times.
- Use my Chromebook in ways that are appropriate, meet East Carter County R-II School District expectations and are educational.
- Keep my Chromebook and case free of any decorations (stickers, markers, writing, etc.).
- Not deface the serial number sticker located on the bottom side of the Chromebook.
- Understand that the Chromebook is subject to inspection at any time without notice and remains the property of the East Carter County R-II School District.
- Follow the policies outlined in the 1:1 Handbook and the District Acceptable Use Policy while at school as well as outside the school day.
- File a police report in case of theft or damage caused by fire.
- Be responsible for all damage or loss caused by neglect or abuse.
- Return the district Chromebook, case and power cord in good working condition at the end of the school year.
- Pay the full replacement cost of my Chromebook, power cord with charger and case in the event that any of these items are lost or intentionally damaged.

I agree to the stipulations set forth in the above documents, the Chromebook and Technology Usage Policy, and the Student Pledge for Chromebook Use.

Student Name (please print first and last name): _____

Student Signature: _____ Date: _____

Chromebooks and accessories must be returned to the East Carter County R-II School District at the end of the school year. Students who withdraw, are suspended or expelled or withdraw from enrollment at East Carter R-II school for any reason must return their individual school Chromebook on the date of withdrawal.

East Carter County R-II School District
1:1 Device Protection Plan Enrollment Form

Student Name: _____

School Year: _____ **Grade:** _____

The device protection plan protects against breakage, damages, loss and theft is available and highly recommended, but not mandatory*. The protection plan cost per device is \$20.00 annually** and covers one claim in full for accidental damage or breakage of any device parts. Second claim within a year will require a \$10.00 deductible. Third claim within a year will require a \$20.00 deductible. Payment of each deductible is required before the unit will be repaired. Subsequent claims beyond the third claim within a year will be at a total cost to the student. Device protection plan must be paid in full before the first claim can be processed. The device protection plan will not be offered after breakage or damages have occurred. Reimbursement of the protection plan for students who withdraw from the district will be prorated at \$10 per semester, with the maximum refund being \$10.00 within a given year.

Choose ONE of the following options and return to school:

_____ **OPTION 1 - ENROLL**

I acknowledge that I have read, understand and agree to all the terms outlined on this form and CHOOSE TO ENROLL in the Device Protection Plan. **(Please return this form along with payment to the Principal's Office.)**

_____ **OPTION 2 – DO NOT ENROLL**

I acknowledge that I have read and understand all the terms outlined on this form and DO NOT CHOOSE TO ENROLL in the Device Protection Plan. I acknowledge that I will be liable for loss, theft and damages to the device. **(Please return this form to the Principal's Office.)**

Parent or Guardian Printed Name _____

Parent or Guardian Signature _____ **Date** _____

**If you choose not to purchase protection plan and the computer is damaged, lost or stolen, you are responsible for all repairs and/or replacement.*

***Annual is determined to be first of school year distribution until end of the regular school year, or end of summer school session of which your student is enrolled. If Insurance Protection is enrolled on the first day of Second Semester or after, the cost per device is \$10.00.*

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

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)].

Family Educational Rights and Privacy Act (FERPA)

East Carter County R-II School District Family Educational Rights and Privacy Act (FERPA)

[Family Policy Compliance Office \(FPCO\) Home](#)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

School officials with legitimate educational interest;

Other schools to which a student is transferring;

Specified officials for audit or evaluation purposes;

Appropriate parties in connection with financial aid to a student;

Organizations conducting certain studies for or on behalf of the school;

Accrediting organizations;

To comply with a judicial order or lawfully issued subpoena;

Appropriate officials in cases of health and safety emergencies; and

State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

Student Information Release

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

Student Signature: _____

Parent/Guardian Name: _____

Parent/Guardian Name: _____

Date: _____