

East Carter Middle School



Student Handbook 2022-2023

24. S. Herren Avenue

Ellsinore, MO 63937

Phone: (573) 322-5420

WELCOME

The purpose of this handbook is to provide each student, parent and guardian with the rules, regulations, and procedures that have been established to create the best possible learning atmosphere for the education of all students. The ultimate purpose of education is to help each student become an effective citizen in a democracy. Developing and accepting the responsibilities and obligations of good citizenship will help us to participate successfully in the world of tomorrow. Remember that your success in this school will be directly proportional to your efforts.

PHILOSOPHY OF EDUCATION OF EAST CARTER SCHOOLS

The primary purpose of public education is to develop the individual into a happy, useful and successful citizen. This involves the ability to supply one's most pressing needs, the production of more than one's use and giving more than one takes. It involves the development of ideals, hopes, ambitions, willingness to make sacrifices for future goods and a feeling of social responsibility and other desirable character traits. Changes in the individual are brought about only through his/her experiences and his/her interpretation of them. The experiences which we provide in our school constitute the subject matter of instruction and are tools, skills and factual materials which we believe the individual will need in satisfying his/her wants. The interpretation of these experiences gives us ideals which are basic character traits and desirable social habits. The practice of these ideals establishes the traits and attitudes and determines how wisely such tools will be used.

This Agenda belongs to:

Name: _____

Address: _____

Phone: _____ Grade: _____

Board approved May 26, 2022



East Carter So. R-2 School District
Superintendent: Dr. Richard Sullivan
24 South Herren Avenue Ellsinore, MO 63937
PH: 573-322-5625 FX: 573-322-8586



Dear Parents/Guardians/Patrons:

Welcome:

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

Asbestos Notification:

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

Weather Notification/Road Conditions:

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

Sincerely,

Dr. Richard Sullivan
Superintendent



East Carter Middle School
24 S. Herren Avenue
Ellsinore, MO 63937 573-322-5653 573-322-8586 (fax)
tkearbey@ecarter.k12.mo.us



Dear Students and Parents,

Welcome to East Carter School and the **2022-2023** school year. East Carter is a great school in a wonderful community. Our school is special because of the terrific people that work and learn here. We hope you are excited and ready for another successful year filled with learning and fun!

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

We desire the best for every child, and we look forward to partnering with you to help our students be their best. Success is not accidental. It is the result of a focused team effort, and everyone has a part to play if we are to achieve our goals and reach our potential.

- Students . . . come to school expecting to learn and willing to work hard. Our staff will provide the quality instruction that you deserve and that your parents expect.
- Parents . . . encourage your children often and have regular conversations with them about school and their work. Parental involvement shows children that school is important and that you are committed to their success. Together, we can help our students reach their goals and accomplish their dreams!
- **Encourage your child to have great attendance so they are given the maximum encouragement and instruction to become successful. This is a way that parents can help students learn to be diligent and attain the knowledge and skills that will enable them to create their own future and destiny. Being at school is an opportunity for students to find and apply their gifts and talents that teaches our students how to be successful in the future working world.**
- **Please follow the school procedures to help ensure that this learning facility is the safest place that it can be. This allows an opportunity for you to model the life long lesson to your child on how it is important to follow rules and show respect.**
- **You are a vital part of your child's education. If there is something you are unsure about or if you have a concern please contact our staff so we can clarify and help.**

We look forward to another successful school year. If we can be of any assistance to you please call at 573-322-5420, option 2.

Sincerely,

Theresa Kearbey
Middle School Principal

A WORD TO PARENTS

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

- Your child attends school regularly.
- Your child spends the proper amount of time on **homework or study**.
- Your child's grade card is read and studied by you.
- Your school is spoken of in favorable terms.
- You, as a parent, take an interest in your child's progress in school.
- You, as a parent, read this handbook in order to understand the policies of the school.
- You as a parent are responsible for lunch bills, library fines or Chromebook fees. Failure to do so could result in a loss of privilege to attend any extracurricular activities.

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

PARENT-TEACHER CONFERENCE

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

School problems should be handled at school.

STUDENT RESPONSIBILITY AND BEHAVIOR

IN CLASS

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

IN THE HALL

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

GENERAL GUIDELINES

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

Trauma-Informed Schools

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

OFFICE SCHOOL PROCEDURES

LEAVING SCHOOL GROUNDS:

East Carter Schools are a CLOSED CAMPUS: students are not allowed to leave the school campus without securing permission from the Principal’s office. Students will not be given permission to leave campus without a written request, or request in person, or a phone call request from the student’s parent or legal guardian. The legal guardian may pick up a child after checking them out in the Principal’s Office and the secretary notifying the child’s teacher. Only persons listed on the emergency contact will be allowed to sign out or pick up students. If temporary pick up is needed a phone call or written request must be made to the office no later than 2:30 pm. Picture ID may be required before a student is released.

SIGN IN/OUT:

If a student arrives at school after 8:00 a.m. they need to go to the office to sign in BEFORE going to the classroom. If a parent needs to pick up a child before 3:20 pm they need to go to the office to sign their child out. At this time, the secretary will call for the child to come to the office. Attendance will be docked when a student arrives later or are picked up early. TEACHERS WILL NOT RELEASE STUDENTS UNLESS THEY HAVE A CALL FROM THE OFFICE.

CHILD CUSTODY:

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

VISITORS:

Visitors must obtain permission from the Principal before visiting any classroom. Visitors should be introduced to the teacher before classes to avoid any disruption of the normal routine. It is understood that any visitor will abide by the rules and regulations of our school. Teachers are not required to accept visitors into their classrooms if they desire not to do so. All visitors, before going to a classroom, will be required to clear through the Principal’s office. Failure to do so will be considered an infraction of school policy. Visits by people other than parents or legal guardians are limited. Under no circumstances is a person under suspension or expulsion to be allowed on the school premises. The practice of students who have dropped out of school and return as “visitors” will be openly discouraged. Administration strongly encourages visitors to limit visits to only during non-instructional time.

OFFICE TELEPHONE USAGE:

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

PBIS Information for Parents/Students

Dear Parents/Guardians,

East Carter Middle School's staff is excited about the 2022-23 school year! We want to take this time to introduce you to our proactive behavior support system, Positive Behavior Intervention and Supports (PBIS). Schools are successful when they help children grow academically, socially, and emotionally. For this to happen, it is imperative that we have a safe environment that is supportive and conducive to growth. By setting forth clear social and behavioral expectations, it is our goal to create this atmosphere for learning.

Based on Positive Behavioral Interventions and Supports, our plan is in place, with staff trained and looking forward to training students at the beginning of this school year. We also welcome parent involvement and look forward to giving parents information throughout the year.

A brief overview of our plan follows:

Positive Behavior Intervention and Support

Purpose:

Instead of focusing on discipline with punishment the goal, we strive to teach children REPLACEMENT BEHAVIORS, or what they need to do instead, so that all children can work in a school environment that is safe, fun, free from distraction, and allows children to reach their maximum learning potential.

Proactive Approach to School-Wide Discipline

Schools that implement school-wide systems of positive behavior support focus on taking a team-based system approach and teaching appropriate behavior to all students in the school. Our school-wide discipline system addresses the entire school, the classroom, areas outside the classroom (such as hallways, restrooms, cafeteria, offices, classrooms), and the individual students with challenging behavior, with the result of a continuum of positive behavior support for all students.

In order to provide this support to students, our staff has the following system in place:

1. **Behavioral Expectations are Defined:** A small number of clearly defined behavioral expectations are defined in positive, simple rules. ECMS's matrix defines our expectations using the acronym S.O.A.R.
 - Be Safe
 - Be On Task
 - Be Always Responsible
 - Be Respectful
2. **Behavioral Expectations are Taught.** The behavioral expectations are taught to all students in the building and are taught in real contexts.
3. **Appropriate Behaviors are Acknowledged.** Once appropriate behaviors have been defined and taught they need to be acknowledged on a regular basis.
4. **Behavioral Errors are Corrected Proactively.** When students violate behavioral expectations, clear procedures are needed for providing information to them that their behavior was unacceptable and for preventing that unacceptable behavior from resulting in inadvertent rewards.
5. **Program Evaluations and Adaptations are Made by a Team.** School-wide systems of behavior support involve on-going modification and adaptation.
6. **Administrative Support and Involvement are Active.** School-wide behavior support involves the active and on-going support and involvement of administrators.
- 7.. **Individual Student Support Systems are Integrated with School-wide Discipline Systems.** School-wide behavior support is a process for establishing a positive culture in school.

Schools that have been successful in implementing school-wide positive behavioral interventions and supports describe the following **BENEFITS**:

1. Increases in attendance
2. Student self-reports of a more positive and calm environment
3. Teacher reports are more positive and calm environment
4. Reduction in the proportion of students who engage in behavioral disruptions
5. Reduction in the number of behavioral disruptions

Redbird Bucks:

These Redbird Bucks are an integral part of the reinforcement plan. All adults in the building will use these to reinforce appropriate behavior. During the first days of school, these bucks are used quite extensively to acknowledge expected behaviors. It is important to positively acknowledge exhibited positive behaviors. Students will then be able to use these tickets for prizes.

Celebrations:

Students are eligible to attend celebrations if they have never received a Major Office Referral indicating they had been sent to the office and received a consequence for not following a matrix expectation. These celebrations will occur every quarter with an end of year trip for those eligible.

Parental Expectations:

Reviewing the handbook and matrix with your student and returning updated contact information will be imperative for your student's success. Throughout the year, please support the system by asking your student if they received a Redbird Buck and celebrating that success with them. Contact your student's teachers or administration with any questions or concerns.

As always, we thank you for your continued support of our school and policies and look forward to a great year!

East Carter Middle School Staff

Parental Agreement

I understand the expectations outlined as well as the consequences as defined in the student handbook that will result if my child chooses not to follow the expectations. I understand that frequent written communication will occur between home and school and that my signature is required on these notes to be returned to school the following day. I agree to support the staff of East Carter Middle School in creating a positive learning environment for my child by encouraging positive behavior and supporting the consequences outlined by my child's classroom teacher and the administrator of the school.

Parent/Guardian Signature _____ Date: _____

This information has been reviewed by me with my parents/guardian.

Student Signature _____ Date: _____

East Carter R-2 Expectations Matrix

The purpose of East Carter Middle School's school wide discipline plan is to:
Create a respectful and safe climate while encouraging responsible attendance, exemplary behavior, and academic excellence.

I am...	All Settings	Classroom	Hallways	Cafeteria	Bathroom	Bus	Assemblies
Safe	Stay calm and in line Report any problems Ask permission to leave any setting	Leave all personal items in your locker Keep workspace clean and neat	Walk Keep halls orderly	Walk Place trash in trash cans	Wash hands with soap and water Be quick, clean, and quiet	Remain seated Stay in your assigned seat Keep walkways clear	Walk Enter and exit gym in an orderly manner Sit with your grade
On Task	Be an active participant Be an active listener	Be prepared Participate in lesson Follow classroom expectations	Keep traffic moving Return to class promptly	Return your tray and silverware to the designated area Wait patiently in line	Follow bathroom procedures Return to class promptly	Be ready when bus arrives Enter and exit bus promptly	Raise your hand to share Keep comments and questions on topic
Always Responsible	Take responsibility for your actions Maintain good attendance Follow directions the first time they are given	Arrive on time Have appropriate classroom materials Complete assignments on time	Keep your area clean and tidy Maintain a clean and organized locker	Have money/ lunch number ready Keep all food and drink in the cafeteria	Put trash in trash cans Report damages	Report damages Follow directions the first time they are given	Be an active listener
Respectful	Treat everyone with respect Be honest Use polite language Maintain personal space	Use an inside voice Raise hand and wait to be called on	Use an inside voice Walk quietly so others can continue learning	Use an inside voice Use table manners	Allow others privacy Clean up after yourself Respect school property	Respect school property Use an inside voice Maintain personal space	Remain quiet Applaud appropriately to show appreciation

ATTENDANCE POLICY

PHILOSOPHY:

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

RATIONALE:

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

ATTENDANCE REGULATIONS:

1. Student's absences must not exceed eight (8) days per school year.
Up to 4 days a semester will be allowed.
2. Parents will be informed, in writing, after two days' absence and after four days of absence as to the student's danger of not receiving credit for that semester.
3. After the 4th absence each semester, all absences must be made up after school on an hourly basis (~~seven~~**eight** hours after school attendance will equal one full day of absence.). Students not making up **absences** may receive a failing grade in each class in which the **absence(s)** occurred. **After school make-up time MUST be completed prior to the end of the semester in which the absence occurred. If students do not make up attendance hours in the semester the absences occur, they may be assigned remedial summer school courses to make up attendance hours (providing a program is available). Also, summer school recovery courses will count towards credit. Students whom are assigned summer school for attendance remediation should plan to attend from the beginning of the summer program, until their time is remediated.**
4. Any OSS days will count towards absences. If a student has 3 or more OSS violations it may result in loss of extra curricular activities such as play day or field trips.
5. Upon the fifth absence (day or period) the student will be considered in violation of the attendance policy which **COULD** result in the loss of credit in the class or for all classes for the semester.
6. Excessive absenteeism, as defined by this policy, could result in said parents being reported for educational neglect to the appropriate authorities.
7. Any student with 10 consecutive absences will be automatically dropped from school unless the parent/guardian has contacted the school principal.
8. If a student is absent during the school day, he/she may not attend school functions without prior approval from the building administrator. Students in violation of this attendance policy may be restricted from any and all extra-curricular activities; this also applies to weekend events where students must attend previous school days.
9. At 10 days of absence the principal and SRO will review attendance to determine if a ticket needs to be issued for educational neglect/truancy.

APPEALS PROCESS:

1. At the end of every quarter/semester a committee will review the circumstances that resulted in the student's attendance problems.
2. The committee will have discretion of waiving the 4 day absentee rule if evidence of extenuating circumstances exists.
3. Failure to have a legitimate excuse for all missed days or class periods may result in the loss of credit in the class or for all classes for the semester.
4. Failure to meet with the review committee may result in the loss of credit.

In order to obtain a waiver of the attendance policy:

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

ATTENDANCE REVIEW COMMITTEE:

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

HOMEBOUND:

If a student is on homebound instruction, they will not be allowed to participate in any extracurricular activities unless prior approval has been obtained from the building principal.

SCHOOL RULES AND DISCIPLINE

DRESS CODE:

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

Students shall observe modes of dress and standards of personal grooming that are in conformity with the educational environment and necessary to maintain an orderly and safe atmosphere for all students. Apparel is expected to conform to reasonable student standards of modesty, and as such, no excessive or inappropriate areas of skin or undergarments may be exposed. No apparel or grooming which presents a safety concern is permitted. No apparel displaying messages that are gang-related, sexually explicit, vulgar, violent, alcohol or advocating illegal activities is permitted. Further, no clothing or personal grooming that disrupts, or can be forecasted to disrupt the educational environment is permitted. Students may be asked to remove any piercings during Physical Education and/or other activities, if there are safety concerns.

1. The wearing of head coverings (except for religious reasons) is prohibited in school.
2. Shoes are required. Students may not wear shoes that leave black marks on the floor. Shoes with wheels affixed to the bottom are not to be worn.
3. Eyeglasses with tinted lenses may not be worn inside the school building except for medical reasons attested to by a permission slip issued by the school nurse and the Principal in response to a doctor's note with a time interval and limit indicated.
4. Hair: It is to be neat, clean, and out of the eyes. Athletes, band members, students of Auto Mechanics and Industrial Arts will be accountable to their teachers as regards to hair length. Teachers in these departments may require a hair net or shop cap.

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

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

APPROPRIATE DRESS:

Students will be allowed to wear loose fitting shorts to school. Shorts and skirts may be no shorter than fingertip length.

NOTE:

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

BEREAVEMENT POLICY:

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

MORNING PROCEDURES:

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

LUNCH:

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

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

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

CHANGING SCHEDULES:

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

- a. Teacher recommendation
- b. Principal recommendation

Every scenario cannot be foreseen, thus the administration will have the authority to deal with each situation on a case by case basis, as deemed necessary. Needless or excessive schedule changes are discouraged.

GRADING SYSTEM:

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

100 – 96= A Excellent

90 – 95 = A -

87 – 89 = B+

83 – 86 = B Superior

80 – 82 = B-

77 – 79 = C+

73 – 76 = C Average

70 – 72= C-

67 – 69= D+

63 – 66= D Inferior

60 – 62= D-

Below 60 = F Failure

Pass= P

Average X = Improvement Needed

REPORT CARDS:

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

HONOR ROLL:

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

TRANSFER STUDENTS:

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

MIDDLE SCHOOL PASSING OR RETENTION POLICY:

Students in Middle school may have no more than three (3) semester F's in the subject areas of English, Math, Science, and Social Studies. Therefore, out of the eight semester grades, a student must pass five (5) semesters in the above subject areas. Those students having more than three semesters F's in the subject areas of English, Math, Science and Social Studies will be retained.

- First semester grades are determined by averaging first and second quarter grades.
- Second semester grades are determined by averaging the third and fourth quarter grades.

HOMEWORK:

A student is expected to complete their homework assignments, with the student's grade reflecting their efforts. Students who do not satisfactorily complete their homework in a timely manner will receive a parent contact from the teacher after the day it was due. Students can turn in work the next day after parent contact for ½ credit. Any work that is returned more than one day after parent contact will receive no credit for the work.

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

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

LOCKER POLICY:

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

STUDENT REGULATIONS AND RESPONSIBILITIES FOR ASSEMBLIES:

Middle School students will sit together in a designated section. Students who disrupt assemblies will be barred from attending any other assemblies during the year.

CELL PHONES AND NUISANCE ITEMS:

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

Although cell phones can be a convenience item, due to the serious distraction from classroom activities caused by improper usage of cell phones, they are not to be used on campus. We request that all parents and family members call the school office number should it be necessary to communicate with your student. Once students arrive on campus (including district transportation) until they leave, cell phones are not permissible at East Carter Schools. Should a student violate this policy the cell phone/nuisance item may be confiscated and on the first offense, the student is warned of the consequences of further violations and may receive additional discipline. Subsequent cell phone offenses will result in increasing punishment (ASD, Saturday School, ISS, OSS) for each violation occurrence for the student and the confiscated item having to be picked up from the Principal's Office. Items are the responsibility of the parent/guardian to pick up in a timely manner.

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

INTERNET USE POLICY FOR STUDENTS AND STAFF:

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

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

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

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

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

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

LIBRARY MEDIA CENTER (LMC) CIRCULATION POLICY:

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

1. The length of the checkout period of a book for a student is ten days unless otherwise specified.
2. Students should not have more than two items checked out from the library unless permission is given. A middle/high school student may be assessed a fine for overdue materials. The fine for overdue material at the HS library is \$.10 per day. Students who have fines that exceed \$3.00 will be allowed to check out only one book at a time until the fines are paid. Students who have fines that exceed \$10.00 will not be allowed to check out any books until the fines are paid. The maximum fine is \$15.00. Any material returned after the maximum fine is reached and is damaged will be assessed the fine and the replacement cost of the material. Any material that reaches the maximum fine and is determined to be lost will also be assessed the fine and the replacement of the cost of the material. It is left to the discretion of the Library Media Specialist to waive any fine or payment that is the result of unusual circumstances.
3. Library Media Center materials may be rechecked, but a student must have the LMC material present when it is rechecked.
4. Teachers may reserve materials and equipment for their class use. The period of borrowing time will be agreed upon between the teacher and librarian.
5. People from the community have access to the media centers and may borrow material and A.V. equipment from the media center using the "Community Checkout Form" with permission from the building Principal and Library Media Specialists. The community patron assumes the same responsibilities for care and return of the material or equipment as a teacher or a student assumes.

RESPONSIBILITIES OF THE LMC PATRONS:

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

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

LOST AND FOUND:

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

LOST TEXTBOOKS:

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

PHYSICAL EDUCATION:

If, because of your health, you wish to be excused from Physical Education, a signed statement from your physician must be delivered and placed on file in the Principal's office. An alternate assignment may be given so that the student can receive a grade

Each student taking Physical Education is required to wear appropriate clothes for physical activity. On receipt of a written statement by the parent to the effect that their religious belief prohibits the wearing of shorts, that student would be allowed to wear another garment approved by the Physical Education teacher.

RESPECT FOR PROPERTY:

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

SATURDAY SCHOOL:

Saturday School may be for the purpose of:

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

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

SATURDAY SCHOOL RULES:

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

SEARCHES OF THE SCHOOL PREMISES WITH AND/OR WITHOUT CANINE:

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

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

STUDENT USE AND CARE OF SCHOOL PROPERTY:

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

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

STUDENT USE OF CONTROLLED SUBSTANCES (DRUGS) AND ALCOHOL:

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

STUDENT USE OF TOBACCO:

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

SUSPENSION AND EXPULSION:

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

1. Continued willful disobedience.
2. Damaging or defacing school property.
3. Defiance or disrespect for the authority of a teacher.
4. Truancy.
5. Profanity or vulgarity.
6. Stealing.
7. Immoral conduct.
8. Smoking, gambling, etc., on the school premises.
9. Fighting.
10. Students who are suspended; ISS or OSS from school may **NOT** attend any school functions on/off campus or to be on-campus without specific consent from the Principal and may not receive credit for their coursework. Suspension or expulsion will be duly recorded on the students' permanent record.

TRANSPORTATION OF STUDENTS ON SCHOOL BUSES:

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

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

SCHOOL BUS CONDUCT/DISCIPLINE:

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

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

BUS-MISCELLANEOUS:

- Anytime a child will be deviating from their normal after school routine, a note must be sent to the office. If there is an unforeseen change in which a note was not sent and you need to call school please be advised of the following:
- Parent calls for bus transfers will not be taken after 2:30 p.m. This policy is established to ensure that all messages get to the appropriate parties. It is also established to ensure that buses leave campus in a timely manner and all students arrive safely to the proper destination. Any call after 2:30 p.m. must be an emergency situation and can only be approved by the building administrator.
- When students 6th grade and below are dropped off there must be a responsible adult or older sibling at home to supervise the child. If there is no one there, the child will be brought back to the East Carter R-II campus. It will be the responsibility of the parent/guardian to have the child picked up.
- Students wishing to bring guest home on the bus need to bring a parent permission note to school to be signed by the building administrator and presented to the bus driver prior to boarding the bus.
- If a student causes damage to the bus, he/she will be held financially responsible.
- If a student's transportation privileges have been suspended or revoked, the student is responsible for finding alternative means of transportation to school. Students who do not find other means of transportation and do not attend school will be considered truant.
- A severe behavior such as, but not limited to injury of a fellow student, gross disrespect or defiance of the bus driver may result in a suspension of services, revocation of services, or a police referral on a first or second referral.

CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES

BOARD POLICY CONCERNING ATHLETICS

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

SPORTSMANSHIP:

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

TRIPS:

Due to our location it is necessary that our school do a great deal of traveling out of town to maintain a satisfactory activities schedule. Students on such trips are expected and required to maintain the highest standards of conduct. Attire must be neat and properly worn. There will be no smoking and no loud and unseemly conduct on the buses or in inappropriate places. We are justly proud of the fine record made by our school in the past in this respect and have had many compliments on the appearance and manners of our students. Students who attend such out-of-town activities must go and return to school on the buses. Failure of students to follow the above regulations will result in suspension of all privileges to attend school activities by bus.

LEAVING SCHOOL OR SCHOOL-SPONSORED TRIP OR ACTIVITY WITH SOMEONE OTHER THAN PARENT:

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

ABSENCE ON THE DAY OF AN ACTIVITY:

Students who are absent from school on the day of a special activity, athletic contest, or any other school-sponsored activity will not be able to participate in that activity during the day or evening unless beforehand arrangements have been made with the office. This is in direct compliance with MSHSAA Affiliate rules. Students who have been sent home for health reasons will not be allowed to participate in school sponsored activities. Students must be at school 4 hours, unless special circumstances have been pre-approved; this also applies to weekend events where students must attend previous school days.

BUILDING USE NIGHTS/WEEKENDS:

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

CLUB OFFICER REQUIREMENTS:

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

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

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

Special class or club meetings will be called only with the advice and permission of your sponsor.

SCHOOL CLUBS:

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

EMERGENCY/DISASTER PROCEDURES-DISMISSAL OF SCHOOL FOR INCLEMENT WEATHER:

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

EMERGENCY DRILLS:

Special drill activities will be planned by the Principal and faculty of each building to assure orderly movement and placement of students in the safest available building area. Since many parents may not be at home, it shall be the policy to retain children and faculty at the school building in case of extreme emergency where less than one hour of warning time is known. Parents may come to school premises to pick up their children if they so desire.

Fire Alarm: Series of short blasts on the bell.

Tornado Alarm: One continuous ring on the bell.

Earthquake Alarm: A long blast of a horn.

FIRST AID:

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

POLICY CONCERNING MEDICATIONS

The student's authorized Physician shall provide a written request that the student be given medication during school hours. The request shall state the name of the student, name of drug, dosage, frequency of administration, route of administration, and the prescriber's name. In lieu of the prescriber's written request, the District will accept a prescription label properly affixed to the medication in quest. The diagnosis/indication for use of the medicine shall be provided. A parent/guardian must request in writing that the School District comply with the authorized prescriber's request to give medication. (The District will not administer the initial dose of any new prescription except in an emergency.

OVER-THE-COUNTER MEDICATION:

The District will provide the administration of over-the-counter (OTC) Drugs. In order for an OTC medication to be administered, parents must send a request stating the name of the student, name of the drug, dosage, frequency of administration, and route of administration. The parent must provide the medication in its original container. The district will stock a minimum amount of OTC medicines to be administered on a limited basis. These medicines include Tylenol, Ibuprofen, Pepto, Benadryl and Tums. Permission for these medications will be given on the Health Inventory form.

STORAGE AND ADMINISTRATION OF MEDICATION:

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

SELF-ADMINISTRATION OF MEDICATION:

An authorized Physician may recommend that an individual student with a chronic health condition, such as asthma or other potentially life-threatening illness, assume responsibility for his or her own medication. Proper forms must be signed and kept on file in the health office.

PARENT/GUARDIAN ADMINISTRATION OF MEDICATION:

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

EXCEPTION FOR POTENTIALLY HARMFUL ADMINISTRATION OF MEDICATION:

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

GUIDELINES FOR SENDING ILL STUDENTS HOME FROM SCHOOL

(Information for Parents)

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

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

- Signs or symptoms of a communicable disease that cannot be contained at school;
Localized rash causing acute discomfort or systemic rash of undetermined origin as a sign of potential illness;
- An oral temperature greater than 100 degrees. All students must be fever free for 24 hours without the aid of fever reducing medication before returning to school.
- Signs or symptoms of acute illness, serious accident/injury;
- Vomiting (not related to a single event such as gagging, positioning, mucus, running after eating, or

- eating spicy food);
- Diarrhea of two or more loose watery stools;
- Asthma symptoms that do not respond to prescribed medication or no prescribed medication is available for treatment of asthma symptoms;
- Diabetes with a blood sugar greater than 400 and positive ketones or inadequate supplies to treat diabetes at school;
- Uncontrolled coughing;
- Pink eye or purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge). The student must receive treatment for 24 hours before returning to school or provide a note from a health care provider stating that the condition is not contagious and the student may return to school;
- Live head lice (defined as live insects or nits closer than ¼ inch from the scalp before treatment). The student shall return as soon as possible after treatment.

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

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

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

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

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

ANNUAL NOTIFICATION OF FERPA RIGHTS AND DESIGNATION OF DIRECTORY INFORMATION

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

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

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

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

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

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

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

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

ANNUAL NOTIFICATION UNDER PROTECTION OF PUPIL RIGHTS AMENDMENT

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

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education: Political affiliations or beliefs of the student or student's parent; Mental or psychological problems of the student or student's family; Sex behavior or attitudes; Illegal, anti-social, self-incriminating, or demeaning behavior; Critical appraisals of others with whom respondents have close family relationships; Legally recognized privileged relationships, such as with lawyers, doctors, or ministers; Religious practices, affiliations, or beliefs of the student or parents; or Income, other than as required by law to determine program eligibility.

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

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

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

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

PUBLIC NOTICE

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

The East Carter Co. R-II School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

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

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

This notice will be provided in native languages as appropriate.

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

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

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
General Information 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed?	
Complaints filed with LEA 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)?	Complaints filed with the Department 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?
Appeals 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)?	
<ol style="list-style-type: none"> 1. What is a complaint? For these purposes, a complaint is an allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA 2. Who may file a complaint? Any individual or organization may file a complaint. 3. How can a complaint be filed? Complaints can be filed with the LEA or with the Department. 4. How will a complaint filed with the LEA be investigated? Complaints filed with the LEA are to be investigated and attempted to be resolved according to locally developed and adopted procedures. 5. What happens if a complaint is not resolved at the local level (LEA)? A complaint not resolved at the local level may be appealed to the Department. 6. How can a complaint be filed with the Department? A complaint filed with the Department must be a written, signed statement that includes: <ol style="list-style-type: none"> 1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and 2. The facts on which the statement is based and the specific requirement allegedly violated. 7. How will a complaint filed with the Department be investigated? The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties. The following activities will occur in the investigation: <ol style="list-style-type: none"> 1. Record. A written record of the investigation will be kept. 2. Notification of LEA. The LEA will be notified of the complaint within five days of the complaint being filed. 3. Resolution of LEA. The LEA will then initiate its local complaint procedures in an effort to first 	

resolve the complaint at the local level.

4. **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA, will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
5. **Verification.** Within five days of receiving the written summary of the complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, and/or telephone call(s).
6. **Appeal.** The complainant of the LEA may appeal the decision of the Department to the Department of education.
8. **How are complaints related to equitable services to nonpublic school children handled differently?** In addition to the procedures listed in number 7 above, the complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolutions of the complaint. Also, appeals to the United States Department of Education must be filled no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).
9. **How will appeals to the Department be investigated?**
The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion, the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.
10. **What happens if a complaint is not resolved at the state level (the Department)?**
The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

1. Programs include Title I. A, B, C, D, Title II, Title III, Title IV.A, Title V Revised 4/17

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

PARENTS RIGHT TO KNOW POLICY

Dear Parent or Guardian:

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

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

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

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

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

PARENT/FAMILY INVOLVEMENT IN INSTRUCTIONAL AND OTHER PROGRAMS

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

Parent/Family involvement in education requires a cooperative effort with roles for the Department of Elementary and Secondary Education (DESE), the district, parents/families and the community.

Parent/Family Involvement Goals and Plan

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

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

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

1. Provide activities that will educate parents regarding the intellectual and developmental needs of their children at all age levels. This will include promoting cooperation between the district and other agencies or school/community groups (such as parent-teacher groups, Head Start, Parents as Teachers, etc.) to furnish learning opportunities and disseminate information regarding parenting skills and child/adolescent development.
2. Implement strategies to involve parents/families in the educational process, including:
 - Keeping parents/families informed of opportunities for involvement and encouraging participation in various programs.
 - Providing access to educational resources for parents/families to use together with their children.
 - Keeping parents/families informed of the objectives of district educational programs as well as of their child's participation and progress within these programs.
3. Enable families to participate in the education of their children through a variety of roles. For example, parents/family members should be given opportunities to provide input into district policies and volunteer time within the classrooms and school programs.
4. Provide professional development opportunities for teachers and staff to enhance their understanding of effective parent/family involvement strategies.
5. Perform regular evaluations of parent/family involvement at each school and at the district level.
6. Provide access, upon request, to any instructional material used as part of the educational curriculum.
7. If practical, provide information in a language understandable to parents.

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

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

Title I Program Parent Involvement

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

1. Involve parents in the joint development of the Title I program plan and in the process of reviewing the implementation of the plan and suggesting improvements.
2. Provide the coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
3. Build the schools' and parents' capacity for strong parental involvement.
4. Coordinate and integrate Title I parental involvement strategies with those of other educational programs.
5. Conduct, with the involvement of parents, an annual evaluation of the content of the parental involvement policy and its effectiveness in improving the academic quality of the schools served. This will include identifying barriers to greater participation by parents in activities authorized by law, particularly by parents who are economically disadvantaged, have disabilities, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. The district will use the findings of such evaluations to design strategies for more effective parental involvement and to revise, if necessary, the parental involvement policies.
6. Involve parents in the activities of the schools served. Each school receiving Title I funds will jointly develop with and distribute to parents of children participation in the Title I program a written parental involvement policy agreed upon by such parents in accordance with the requirements of federal law:
 1. The policy must be made available to the local community and updated periodically to meet the changing needs of parents and the school.
 2. The policy shall contain a school-parent compact that outlines how parents, the entire school staff and students will share the responsibility of improving student academic achievement and the means by which the school and parents will build and develop a partnership to help children.
 3. Each school participating in the Title I program will convene a meeting annually to inform parents about Title I and to involve parents in the planning, review and improvement of Title I programs, including the planning, review and improvement of the school parental involvement policy.

Migrant Education Program Parent Involvement

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

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

Limited English Proficiency Program Parent Involvement

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

Policy Evaluation

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

PARENTAL INFORMATION AND RESOURCE CENTER (PIRC)

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

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

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

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

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

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

NONDISCRIMINATION STATEMENT

You cannot be discriminated against in any way on the basis of race, color, religion, sex, national origin, handicap, political affiliation or belief. If you feel you have been denied your rights, you may file a complaint by following the Complaint/Grievance Procedures described in policies of the Board of Education. You cannot be penalized in any way for filing a complaint or talking to your employer, teacher, or supervisor.

MISSOURI'S HEALTHY CHILDREN AND YOUTH PROGRAM

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

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

ASBESTOS NOTIFICATION (AHERA REG. #763.84)

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

LEA PARENT AND FAMILY ENGAGEMENT

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

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

LEA Parent and Family Engagement Policy

Policy Development

The LEA parent and family engagement policy is developed jointly with, agreed on with, and distributed to parents of participating children. Section 1116 (a)(2)

Describe how the LEA involves parents in the joint development of the LEA parent and family engagement policy
The district conducts a Federal Programs Evaluation Meeting to make necessary revisions to the parent and family engagement policy.

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

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

Plan Development

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

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

Describe how the LEA involves parents and family members in jointly developing the local education agency plan
The district conducts a Federal Programs Evaluation Meeting to make necessary revisions to the local education agency plan.

Check all that apply:

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

Capacity Building

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

Describe coordination, technical assistance, and other support

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

Coordination & Integration

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

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

ESEA

Title I School Improvement (a)

Title I.C Migrant

Title I.D Delinquent

X Title II.A

Title III EL

Title III Immigrant

X Title IV.A

X Title V.B

School Improvement Grant (g) (SIG)

Other Acts

Spec. Ed. State and Local Funds

Spec. Ed. Part B Entitlement

Perkins Basic Grant - Postsecondary

Perkins Basic Grant - Secondary

State and Local Funds

Workforce Innovation and Opportunity Act

Head Start

McKinney-Vento

Adult Education and Family Literacy

Others

Describe how the LEA will coordinate and integrate family engagement strategies with these laws and/or programs
The district follows Federal guidelines in regards to coordinating and integrating family engagement activities for their students.

Annual Evaluation

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

Describe annual evaluation

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

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

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

Describe method(s) for identifying barriers

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

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

Describe method(s) for identifying needs

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

Describe method(s) for identifying strategies

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

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

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

PARENT NOTIFICATION

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

1. LEAs must annually disseminate DESE's ESSA Complaint Procedures to parents of students and appropriate nonpublic school officials or representatives.
2. At the beginning of each school year, a participating LEA must notify the parents of each student attending a school that receives Title I.A funds that they may request, and the LEA will provide in a timely manner, information regarding the professional qualifications of their child's classroom teachers and any paraprofessionals providing services to their child.
3. A school that receives Title I.A funds must provide all parents notice their child has been assigned, or has been taught for four or more consecutive weeks by a teacher or a person who is not appropriately certified.
4. Within 30 days after the beginning of the school year, an LEA must inform parents their child has been identified for participation in a language instruction educational program.
5. Parents/guardians of students enrolled in a persistently dangerous school or students who are victims of violent criminal offense while on school property must be notified of their option to transfer their student to a school that is not designated persistently dangerous.
6. Testing Transparency – LEAs must make available to the public for each grade and each assessment required by the state, the following: a. the subject matter assessed; b. the purpose for which the assessment is designed and used; c. the source of the requirement for the assessment (statutory cite); d. the amount of time spent on the assessment; e. the schedule for administering the assessment; and, f. the time and format for disseminating results.

DISCIPLINE CODE

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

Referral Issue	1st Offense	2nd or Subsequent Offense
ARSON – Starting or attempting to start a fire or causing or attempting to cause an explosion	ISS, 1-180 days OSS, expulsion. Restitution if appropriate and notification of legal officials	1-180 days OSS, recommendation for expulsion & notification of legal officials. Restitution if appropriate.
ASSAULT /ANY ACT OF VIOLENCE – Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person	Principal/Student conference,-ASD, ISS, corporal punishment, alternative school, 1-180 days OSS or expulsion Notification to law enforcement.	ISS, 1-180 OSS or expulsion Notification to law enforcement
ASSAULT OF STAFF - strikes, slaps, kicks at any staff member	10–180 day OSS or expulsion Notification to law enforcement .	10–180 day OSS or expulsion Notification to law enforcement
BULLYING AND CYBERBULLYING – Repeated and systematic intimidation, harassment and attacks on a student or multiple students, perpetuated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and putdown, threats, extortion or theft, damaging property, (Board Policy JFCF)	Principal/Student Conference, ISS, Corporal Punishment or ASD Notification to law enforcement	ISS, 1-180 OSS or expulsion Notification to law enforcement
BUS MISCONDUCT	Any offense committed by a student on a district-owned or contracted bus shall be punished in the same manner as if the offense had been committed at the student’s assigned school. In addition, bus riding privileges may be suspended or revoked.	
Cell Phones/Nuisance Items – Possession and/or use by any means including video, Facebook or other forms of social media or use in the restroom or locker room.	Item may be confiscated, warning from the Principal, ISS, ASD, corporal punishment	Item may be confiscated, days of ISS to equal number of offenses
CHEATING – copying answers from another student’s work or using other fraudulent methods to gain answers; such as plagiarism.	Zero on the paper and corporal punishment, ASD, ISS.	Zero on the paper and \$ ISS or corporal punishment
DISHONESTY – Any act of lying or deception, whether verbal or written, including forgery	Nullification of document ASD, corporal punishment or ISS	Nullification of document ISS or corporal punishment

DISPARAGING OR DEMEANING LANGUAGE - Use of words or actions, verbal, written or symbolic meant to harass or injure another person; i.e., threats of violence or defamation of a person's race, religion, gender, or ethnic origin. Constitutionally protected speech will not be punished.	Principal/student conference, corporal punishment, alternative school, ISS, or 1-10 days OSS Notification to law enforcement	Principal/Student Conference, ISS, 1-10 days OSS, corporal punishment or alternative school Notification to law enforcement
DISRESPECTFUL OR DISRUPTIVE CONDUCT OR SPEECH - Verbal, written, pictorial or symbolic language or gesture that is directed at any person and that is rude, vulgar, defiant, in violation of district policy or considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions	Principal/student conference, ISS, 1-10 days OSS, alternative school, or corporal punishment.	ISS, 1-10 days OSS, 11-180 days of alternative school, or corporal punishment
DISRESPECTFUL CONDUCT OR SPEECH DIRECTED AT A STAFF MEMBER - Conduct or verbal, written or symbolic language, which is disrespectful in nature.	Principal/student conference, corporal punishment, ISS, or 1-10 OSS. Notification to law enforcement	ISS, 1-10 days OSS, 1-180 days alternative school or corporal punishment
DRUGS / ALCOHOL -- Sale, purchase, or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation	ISS, 1-10 days OSS, 1-180 alt. school, expulsion Notification to law enforcement officials and documentation in the student's discipline record.	1-10 days OSS, 11-180 Alternative School or OSS, Expulsion Notification to law enforcement and documentation in student's discipline record.
DRUGS / ALCOHOL – Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV, or V in section 202 of the Controlled Substances Act	ISS, 1-10 days OSS, 11-180 days of Alternative School or OSS, Expulsion Notification to law enforcement officials and documentation in student's discipline record.	1-10 days OSS, 11-180 Alternative School or OSS, Expulsion Notification to law enforcement officials and documentation in student's discipline record.
DRUGS / ALCOHOL – Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202 of the Controlled Substances Act	1-10 days OSS, 11-180 Alternative School or OSS, Expulsion Notification to law enforcement and documentation in student's discipline record	1-10 days OSS, 11-180 Alternative School or OSS, Expulsion Notification to law enforcement and documentation in student's discipline record
EXTORTION – Threatening or intimidating any person for the purpose of obtaining money or anything of value	Principal/student conference, Saturday school, corporal punishment, ISS, or 1-10 days OSS. Notification to law enforcement	ISS, 1-10 days OSS or expulsion, corporal punishment, 1-180 days alternative school, and possible documentation in student's discipline record

FAILURE TO MEET CONDITIONS OF SUSPENSION – Coming within 1,000 feet of any public school in the district while on suspension for an offense that requires reporting to law enforcement or for an act of school violence or drug-related activity defined by district policy as a serious violation of the district’s discipline policy. Consideration shall be given to whether the student poses a threat to the safety of any child or school employee or if disruptive to the educational process or undermines the effectiveness of the school’s disciplinary policy	Verbal warning Documentation in student’s discipline record Notification to law enforcement	Extend OSS 1-10 days per offense Notification to law enforcement
FALSE ALARMS – Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening, disturbing, disrupting or causing the evacuation or closure of school property.	Principal/ student conference, ISS 1-10 days OSS or expulsion, corporal punishment Notification to law enforcement	ISS, 1-10 days OSS, 1-180 days alternative school or expulsion Notification to law enforcement
FIGHTING/ACT OF VIOLENCE -- Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.	Principal/student conference, Corporal Punishment, ISS and 1- 10 days OSS Notification of law enforcement	1-10 days OSS, 11-180 alt. school, expulsion Notification of law enforcement
GAMBLING – Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.	Principal/Student Conference, loss of privileges, ASD ISS, or corporal punishment	Principal/Student Conference, loss of privileges, ISS, or 1-10 days OSS.
HAZING – Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club, or athletic team. Hazing may occur even when all students involved are willing participants	Principal/Student Conference, ISS, corporal punishment 1-10 days OSS Notification to Law Enforcement	1-10 days OSS, 11-180 days Alternative School or OSS, Expulsion Notification to Law Enforcement
INCENDIARY DEVICES – Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff.	Confiscation. Warning, principal/student, conference, ASD, ISS or corporal punishment, 1-10 OSS Possible notification to law enforcement	Confiscation. Warning, principal/student conference, ASD ISS, 1-10 days OSS or alt. school Possible notification to law enforcement
INSUBORDINATION – Open defiance toward any staff member	Principal/Student Conference, ISS, ASD, corporal punishment, 1-10 days OSS	1-10 days OSS, 11-180 days Alternative School
NUISANCE / CELL PHONES ITEMS – Possession and/or use.	Item may be confiscated, warning from the Principal, ISS, ASD, or, corporal punishment	Item may be confiscated, days of ISS or ASD to equal number of offenses or corporal punishment

OBSCENE / OFFENSIVE LANGUAGE , gestures, profanity, writing or distribution of materials	Saturday School, corporal punishment, ISS, or 1-10 days OSS	ISS, 1-10 days OSS, 11-180 Alternative School or corporal punishment
OBSCENE / OFFENSIVE LANGUAGE and gestures – Directed at staff members	ISS corporal punishment 1-10 days OSS	1-10 days OSS, 11-180 days Alternative School
PUBLIC DISPLAY OF AFFECTION – Physical contact that is inappropriate for the school setting, including but not limited to: hugging, kissing, holding hands, and groping.	Principal/Student conference ASD, corporal punishment, 1-10 days ISS	Principal/Student conference, ISS, 1-10 days OSS, or corporal punishment
SEXUAL ACTIVITY – Acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation.	Principal/Student conference, ISS, corporal punishment, or 1-10 days OSS, 1-180 Alt. School or OSS	Principal/Student Conference, ISS, corporal punishment, 1-10 days OSS, 11-180 days of Alt. School or OSS
SEXUAL HARASSMENT-A – Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature that has the purpose or effect of unreasonably interfering with a student’s educational environment or creates an intimidating, hostile or offensive educational environment, including but not limited to sexual jokes or comments, requests for sexual favors and other unwelcome sexual advances	ISS, corporal punishment, or 1-10 days OSS Notification to law enforcement	ISS, corporal punishment, 1-180 days OSS, or 11-180 days Alternative School Notification to law enforcement
SEXUAL HARASSMENT-B – Unwelcome physical contact based on gender or of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a student’s educational performance or creates an intimidating, hostile or offensive educational environment	ISS, corporal punishment, or 1-10 days OSS Notification to Law Enforcement	1-10 days OSS, 11-180 days Alt. School, or Expulsion Notification to Law Enforcement
TARDIES – per semester	5th tardy – ASD, ISS or corporal punishment	Every 5th tardy – ASD, ISS or corporal punishment
TECHNOLOGY USAGE - Intentionally bypassing district content filter, sharing of passwords and log-ins, logging into another person’s account (See Policy EBH)	Principal/Student conference, ASD, ISS, corporal punishment or OSS	Principal/Student conference, ISS, corporal punishment, loss of privilege, OSS
THEFT – Theft, attempted theft or knowing possession of stolen property	ISS, corporal punishment, 1-10 days OSS, Notification to law enforcement, restitution	Corporal punishment, 1-10 days OSS, 11-180 days of Alternative School or OSS Notification to law enforcement, restitution.
THREATS, VERBAL ASSAULT – verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage	ISS, Corporal Punishment, 1-10 days OSS, Notification to enforcement	ISS, 1-10 days OSS, 11-180 days Alternative School, Notification to law enforcement

TOBACCO- Use/possession of any tobacco product (including e-cigarettes, blue cigarettes, vapes, etc.) on school grounds, school transportation or at any school activity	Confiscation, Principal/student conference, ISS 1-10 days OSS or alternative school or corporal punishment.	Confiscation, Principal/student conference, corporal punishment, ISS, 1-10 days OSS or alternative school.
TRUANCY – Absence from class/school without the knowledge and consent of parents/guardians and/or the school administration; excessive non-justifiable absences, even with the consent of parents/guardians	Principal/student conference and ASD. ISS, Saturday school, or corporal punishment. Notification to DFS and law enforcement for educational neglect.	Principal/Student conference, ISS, 1-180 days of Alt. School or OSS, Saturday school, or corporal punishment, completion of summer school or retention Notification to DFS and law enforcement for educational neglect .
UNAUTHORIZED ENTRY – Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.	1-10 days ISS, corporal punishment, 1-10 days OSS Notification to law enforcement	ISS, 1-10 days OSS , 11-180 days Alternative School or OSS Notification to law enforcement
VANDALISM – Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students (See Board policy ECA)	ISS, corporal punishment, 1-10 days OSS, possible notification to law enforcement, restitution,	1-10 days OSS or expulsion, 11-180 days Alternative School, or OSS notification to law enforcement, restitution
WEAPONS – Possession or use of any instrument or device, other than those defined in 18 U.S.C. 921, 18 U.S.C. 930 (g) (2) or 571.010 RSMo., which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person	1-10 days OSS Notification to law enforcement	1-10 days OSS, 11-180 days Alternative School or OSS or Expulsion Notification to law enforcement
WEAPONS – Possession or use of a firearm as defined in	One calendar year	Expulsion
Any offense which constitutes a “serious violation of the district’s discipline policy” as defined in Board policy JGF will be documented in the student’s discipline record.		

TECHNOLOGY USAGE

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

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

Definitions

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

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

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

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

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

Authorized Users

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

Use of the district's technology resources is a privilege, not a right. No potential user will be given an ID, password or other access to district technology if he or she is considered a security risk by the superintendent or designee.

User Privacy

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

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

Technology Administration

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

Administrators of district technology resources may suspend access to and/or availability of the district's technology resources to diagnose and investigate network problems or potential violations of the law or district policies and procedures. All district technology resources are considered district property. The district may remove, change or exchange hardware or other technology between buildings, classrooms or users at any time without prior notice. Authorized district personnel may install or remove programs or information, install equipment, upgrade any system or enter any system at any time.

Content Filtering and Monitoring

The district will monitor the online activities of minors and operate a technology protection measure (A content filter@) on the network and all district technology with Internet access, as required by law. In accordance with law, the content filter will be used to protect against access to visual depictions that are obscene or harmful to minors or are child pornography. Content filters are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evading or disabling, or attempting to evade or disable, a content filter installed by the district is prohibited. The superintendent, designee or the district's technology administrator may fully or partially disable the district's content filter to enable access for an adult for bona fide research or other lawful purposes. In making decisions to fully or partially disable the district's content filter, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the district. The superintendent or designee will create a procedure that allows students, employees or other users to request that the district review or adjust the content filter to allow access to a website or specific content.

Online Safety, Security and Confidentiality

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

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

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

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

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

Closed Forum

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

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

Inventory and Disposal

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

Violations of Technology Usage Policies and Procedures

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

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

Damages

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

No Warranty/No Endorsement

The district makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides. The district's technology resources are available on an "as is, as available" basis. The district is not responsible for loss of data, delays, nondeliveries, misdeliveries or service interruptions. The district does not endorse the content nor guarantee the accuracy or quality of information obtained using the district's technology resource.

Adopted:

Revised: 11/21/2017

Cross Refs: AC, Prohibition against Discrimination, Harassment and Retaliation

DID, Inventory Management DN, Surplus Property GBCC, Staff Use of Communication Devices GBH, Staff/Student Relations IGAEB, Teaching about Human Sexuality IGDB, Student Publications IGDBA, Distribution of Noncurricular Student Publications JFCF, Bullying JFCG, Hazing JG-R1, Student Discipline JO, Student Records KB, Public Information Program

MSIP Refs: I-11

Legal Refs: " 170.051, 182.827, 431.055, 537.525, 542.402, 569.095 - .099, 610.010 - .028,

RSMo. Chapter 109, RSMo. Chapter 573, RSMo. Electronic Communications Privacy Act, 18 U.S.C. " 2510 - 2520 Stored Communications Act, 18 U.S.C. " 2701 - 2711 Family Educational Rights and Privacy Act, 20 U.S.C. ' 1232g Children's Internet Protection Act, 47 U.S.C. ' 254(h) 47 C.F.R. ' 54.520 Federal Rule of Civil Procedure 34 City of Ontario v. Quon, 130 S. Ct. 2619 (2010) Reno v. ACLU, 521 U.S. 844 (1997) Hazelwood Sch. Dist. v. Kuhlmeier, 484 U.S. 260 (1988) Bethel Sch. Dist. No. 403 v. Fraser, 478 U.S. 675 (1986) Sony Corp. of America v. Universal City Studios, Inc., 464 U.S. 417 (1984) FCC v. Pacifica Foundation, 438 U.S. 726 (1978) Ginsberg v. New York, 390 U.S. 629 (1968) Bibb v. Bd. of Regents of the Univ. of Nebraska, 419 F.3d 845 (8th Cir. 2005) Henerey v. City of St. Charles Sch. Dist., 200 F.3d 1128 (8th Cir. 1999) Bystrom v. Fridley High Sch. Ind. Sch. Dist., 822 F.2d 747 (8th Cir. 1987) Beussink v. Woodland R-IV Sch. Dist., 30 F.Supp. 2d 1175 (E.D. Mo 1998)

8

2017, Missouri School Boards' Association, Registered in U.S. Copyright Office Page 6

For Office Use Only: EHB-C.1G (9/17)

East Carter County R-II School District

Acceptable Use Policy

Student Users

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

Employee Users

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

External Users

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

General Rules and Responsibilities

The following rules and responsibilities will apply to all users of the district's technology resources: 1. Applying for a user ID under false pretenses or using another person's ID or password is prohibited. 2. Sharing user IDs or passwords with others is prohibited except when shared with the district's technology department for the purpose of support. Individuals who share IDs or passwords may be disciplined and will be held responsible for any actions taken by those using the ID or password. A user will not be responsible for theft of passwords and IDs, but may be responsible if the theft was the result of user negligence. 3. Deleting, examining, copying or modifying district files or data without authorization is prohibited. 4. Deleting, examining, copying or modifying files or data belonging to other users without their prior consent is prohibited. 5. Mass consumption of technology resources that inhibits use by others is prohibited. 6. Use of district technology for soliciting, advertising, fundraising, commercial purposes or financial gain is prohibited, unless authorized by the district or in accordance with policy KI. Use of district technology resources to advocate, support or oppose any ballot measure or candidate for public office is prohibited. 7. Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred. 8. Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law. 9. The district prohibits the use of district technology resources to access, view or disseminate information that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, or pervasively indecent or vulgar. 10. Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes. 11. The district prohibits the use of district technology resources to access, view or disseminate information that constitutes insulting or fighting words, the very expression of which injures or harasses other

people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, they will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful district policies and procedures. 12. The district prohibits any use that violates any person's rights under applicable laws, and specifically prohibits any use that has the purpose or effect of discriminating against or harassing any person on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information, pregnancy or use of leave protected by the Family and Medical Leave Act (FMLA). 13. The district prohibits any unauthorized intentional or negligent action that damages or disrupts technology, alters its normal performance or causes it to malfunction. The district will hold users responsible for such damage and will seek both criminal and civil remedies, as necessary. 14. Users may install and use only properly licensed software and audio or video media purchased by the district or approved for use by the district. All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license and approved by the district. 15. At no time will district technology or software be removed from district premises, unless authorized by the district. 16. All users will use the district's property as it was intended. Technology resources will not be moved or relocated without permission from the network administrator or designee. All users will be held accountable for any damage they cause to district technology resources. 17. The district prohibits the use of smart voice recognition devices due to personally identifiable students, student information, or student records. 18. The district prohibits the use of unauthorized personal devices on the district's network or wireless network.

Technology Security and Unauthorized Access

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

Online Safety and Confidentiality

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

Electronic Mail and Messaging

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

Communication Devices

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

Exceptions

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

Waiver

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

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 limited 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 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.

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>.

G Suite for Education Notice to Parents and Guardians

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

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

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

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

Youtube Google Maps Google Earth

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

What personal information does Google collect?

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

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

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

How does Google use this information?

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

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

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

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

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

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

Will Google disclose my child's personal information?

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

With parental or guardian consent. Google will share personal information with companies, organizations or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through G Suite for Education schools.

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

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

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

What choices do I have as a parent or guardian?

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

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

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

If you have questions about our use of Google's G Suite for Education accounts or the choices available to you, please contact East Carter County R-II School District. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the G Suite for Education Privacy Center (at <https://www.google.com/edu/trust/>), the G Suite for Education Privacy Notice (at https://gsuite.google.com/terms/education_privacy.html), and the Google Privacy Policy (at <https://www.google.com/intl/en/policies/privacy/>).

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

INTERNET SAFETY POLICY-East Carter R-II School District

Introduction

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

Definitions

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

Access to Inappropriate Material

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

Inappropriate Network Usage

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

Supervision and Monitoring

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

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

CIPA definitions of terms:

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

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

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

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

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

PARENT/STUDENT SIGNATURE PAGE

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

Student Signature: _____

Parent/Guardian Name: _____

Parent/Guardian: _____

Date: _____

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

Student Signature: _____

Parent/Guardian Name _____

Parent /Guardian Signature: _____

Date: _____

Notes: _____
