

# Carthage R-9 School District



Columbian Elementary  
Fairview Elementary  
Mark Twain Elementary  
Pleasant Valley Elementary  
Steadley Elementary

Parent/Student Handbook  
2022 – 2023  
[www.carthagetigers.org](http://www.carthagetigers.org)

English

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Dear Parent(s)/Guardian and Students,

We want to welcome you to Carthage R-9 School District and to our elementary schools. We hope this handbook will provide you with necessary general information. All policies and regulations are available on the District website at <http://www.carthagetigers.org/r9boardpolicies>. Translations of Board policies are available upon request. If at any time you have questions concerning policy and procedures, please contact your child's principal or teacher.

All personnel at the elementary schools strive with diligence to fulfill the Carthage R-9 vision and mission.

### **Vision Statement**

The vision of the Carthage R-IX School District is to provide comprehensive educational experiences that will empower all students to become lifelong learners and productive, informed, responsible citizens who are able to meet the challenges of a rapidly changing global society.

### **Mission Statement**

**We Believe** the focus of the educational process should be on student learning and raising the expectations and standards of academic achievement for all students.

**We Believe** that our curriculum and instruction should give students the opportunity to reach their full potential and personal goals, provide for their individual differences and interests, and guide them in selecting meaningful educational and career choices.

**We Believe** that technology is imperative for the preparation of lifelong learners as students are transitioning into the global society.

**We Believe** the District should provide an excellent, professional faculty, administration, and support staff which will utilize the resources of the community to fulfill its vision.

**We Believe** that the District shares accountability of a comprehensive education with the students, parents, and community in the pursuit of educational excellence.

**We Believe** the District should provide facilities that are modern, well-maintained, and designed to enhance the educational process.

We know that through strong parent support and involvement, we can accomplish the District Mission Statement. Students will be successful lifelong learners and productive citizens.

Lori Harter  
Columbian Principal

Don Cox  
Pleasant Valley Principal

Michelle Hensley  
Fairview Principal

Tom Barlow  
Steadley Principal

Jennifer Dillard  
Mark Twain Principal

## CARTHAGE R-9 ELEMENTARY SCHOOLS DIRECTORY

<b>Columbian Elementary</b> <b>1015 W. Macon</b> Lori Harter Becky Chadd Joyce Wilkerson	<b>359-7060</b>  Principal Assistant Principal Counselor
<b>Fairview Elementary</b> <b>1201 E. Fairview</b> Michelle Hensley Lindsay Mikhail Erin Martin	<b>359-7070</b>  Principal Assistant Principal Counselor
<b>Mark Twain Elementary</b> <b>1435 S. Main</b> Jennifer Dillard Braden McBride	<b>359-7080</b>  Principal Counselor
<b>Pleasant Valley Elementary</b> <b>652 County Road 180</b> Don Cox Jennifer Gamblin	<b>359-7085</b>  Principal Counselor
<b>Steadley Elementary</b> <b>1814 W. Fir Road</b> Tom Barlow Becky Chadd Kimberly Mayfield	<b>359-7065</b>  Principal Assistant Principal Counselor
<b>District Administrative Office</b> <b>709 W. Centennial</b> Dr. Mark Baker Matt Huntley Dr. Holley Goodnight Bryan Shallenburger Beth Hunt	<b>359-7000</b>  Superintendent of Schools Assistant Superintendent - Instruction Assistant Superintendent - Business Director of Special Services Director of Curriculum
<b>Carthage R-9 School District Web Site</b>	<a href="http://www.carthagetigers.org">www.carthagetigers.org</a>

Inclement weather hotline: 359-7010, Option 5

## ABSENCES AND TARDIES

If a student is absent from school, parents are to contact the school prior to 9:00 a.m. This ensures that for the safety of the student, his/her whereabouts are known. After a student has been absent for three (3) consecutive days, the principal will take the following action per Board of Education policy (Policy 2310, Regulation 2310).

1. The building principal will contact the parent/guardian by telephone or letter in order to inquire about the reason for the student's absence.
2. If the principal is unable to contact the parent/guardian within three (3) days or the parent/guardian does not give a reasonable explanation for the absence within three (3) days, the building principal shall send a registered letter to the parent/guardian requesting a conference within a week.
3. If the parent/guardian does not contact the principal within a week of receipt of the registered letter, the building principal will make a referral to the proper legal authorities (Division of Family Services and/or Jasper County Juvenile Department).

NOTE: Letters may be sent throughout the year for excessive non-consecutive absences or tardies (such as after five days, ten days, etc.).

Students will be given one day for every day absent to make up and turn in work. Parents may request schoolwork for home. **Requests will be made prior to noon and picked up in the office between 3 p.m. and 3:30 p.m.**

**Students are tardy if they are not in their classrooms at the take-up bell.** Tardy students report to the office to receive an admittance slip. Tardies are unexcused if prior notice has not been given, a parent note is not sent, or parents are unaware of the lateness. Please make every effort to see that your child is present on time so they will not feel confused because of missing the start-of-the-day instructions. Tardies will be excused for doctor, dental, vision and hearing appointments. Other tardies may be excused at the principal's discretion (see Discipline Chart, page 24).

Perfect attendance is defined as a student not being tardy, not being absent, and not leaving early. Perfect attendance certificates are awarded annually.

## ADMINISTERING MEDICATIONS TO STUDENTS – see Policy 2870 and Regulation 2870

It shall be the policy of the Board of Education that the giving of medicine to students during school hours be discouraged and restricted to medication that cannot be given on an alternative schedule. The Board of Education recognizes that some students may require medication for chronic or short-term illness/injury during the school day to enable them to remain in school and participate in their education. Employees providing routine first aid according to District procedures will be immune from liability or disciplinary action. Similarly, trained employees will be immune from civil liability for administering cardiopulmonary resuscitation and other lifesaving methods in good faith and according to standard medical practices. The Board of Education also recognizes that the administration of medication may be required under Section 504 of the Rehabilitation Act of 1973 and/or the Individuals with Disabilities Education Act to provide a free appropriate public education for identified as disabled under those laws.

Medication administration will be performed by a registered professional nurse, licensed practical nurse, or delegated unlicensed personnel who are trained by the nurse to administer medications. Nurses will determine if medications are inappropriate and shall not knowingly administer medications in an amount exceeding the recommended daily dosage listed in the Physician's Desk Reference (PDR) or other recognized medical or pharmaceutical text or medication label.

### **Safety Precautions**

- Herbal or homeopathic substances will not be administered at school due to a lack of safety parameters.
- Medication should be given at home if at all possible. If a prescription calls for three times a day, it should be given before school, after school, and at bedtime unless a physician's order indicates that it must be given during school hours.
- Routine medications will not be given on an "as needed" basis at school.

### **Prescription Medications**

- The student's parent shall provide a written request that the student be given medication during school hours. The request shall state:
  - Name of student
  - Name of drug

- Dosage
- Frequency of administration
- Route of administration
- Diagnosis/indication for use and possible side effects
- Signature of parent
- (If possible) adverse effects and applicable emergency instructions
- The District will accept only a medication with the prescription label properly affixed to the medication. The label must contain the name of the student, name of the drug, dosage, frequency of administration, and the prescriber's name.
- No more than a month's supply of prescription medication will be kept at school.
- Prescription medication is to be in the most current pharmacy-labeled bottle. Prescription drug will be administered up to one year after the date on the prescription label.
- Epi-pens, Diastat, medication through metered-dose inhalers, and emergency medications other than insulin may be administered by non-licensed personnel provided a registered nurse has delegated the responsibility and provided appropriate training on an annual basis.
- Injectable medication will be administered by the nurse unless written permission is received from the physician and parent/guardian that the student may self-administer (S.A.M. form, Form 2870). The S.A.M. form must be signed by the physician, parent, and student. Should any injectable medication be necessary when a school nurse is not available, the 911 (EMS) system should be activated.

### **Over-the-Counter Medications**

- The District will not supply over-the-counter medications at any time.
- Administration of over-the-counter medication does not require prescription provided one administers the medication according to the specific directions outlined on the manufacturer's label and the annual permission form has been signed by the parent/guardian.
- The District will not administer the initial dose of any over-the-counter medications except in an emergency.
- Unless a written doctor's order is provided, no aspirin or medication containing aspirin (salicylate) will be administered due to the possibility of Reye's Syndrome, a serious illness reported to be associated with aspirin use in children and teenagers.
- Over-the-counter medication must be in the original container with original label and instructions for administration intact.
- Parent or guardian must provide written consent before any medication may be administered.
- No more than one month's supply will be kept at school and all medications not picked up by the last day of school will be legally disposed of.

### **Emergency Medication**

- Written standing orders will be obtained annually for the administration of emergency medication.
- Epi-pens may be administered by non-licensed personnel provided a registered nurse has delegated the responsibility and provided appropriate training on an annual basis. Trained employees administering life-saving methods will be immune from civil liability for administering life-saving methods in good faith consistent with standard medical practices.

### **Self-Administration of Medication**

Students with asthma, anaphylaxis, or any chronic health condition may carry with them for self-administration metered-dose inhalers or auto-injectable epinephrine for self-administration in the event of an asthma or anaphylactic emergency. Possession and self-administration of these prescription medications must comply with the Missouri Safe Schools Act of 1996. The directives of this Act will be given to each parent/guardian who requests that his/her student be permitted to carry and self-administer such medication. A permission form for self-administration (S.A.M. form, Form 2870) is required. Provided, however, that:

- A licensed physician has prescribed or ordered such medications for use of the student and has instructed the student in the correct and responsible use of such medications;
- The student has demonstrated to the student's licensed physician or designee and the school nurse the skill level necessary to use the medications and any device necessary to administer such medications;
- The student's physician has appended and signed a written treatment plan for managing asthma and anaphylaxis episodes of the student and for medications for use by the student. Such plan will include a statement that the student is capable of self-administering the medication under the treatment plan;

- The student's parent/guardian has completed and submitted to the school the student's treatment plan and liability statement; and
- The student's parent/guardian has signed a statement acknowledging that the District and its employees or agents will incur no liability as a result of any injury arising from self-administration of medication by the student or administration of such medication by school staff.

### **Storage and Administration of Medication**

A parent/guardian or other responsible adult party designated by the parent/guardian will deliver all medication to be administered at school to the school nurse or designee for students pre-kindergarten through eighth grade, with the exception of metered dose inhalers. All medication, prescription or over-the-counter, must be in a pharmacy or manufacturer-labeled container. The District shall provide secure, locked storage for medication to prevent diversion, misuse, or ingestion by another individual.

The administration of medication, including over-the-counter medications, is a nursing activity, governed by the State of Missouri Nursing Practice Act. It must be performed by the registered professional school nurse. The nurse may delegate and supervise the administration of medication by unlicensed personnel who are qualified by education, knowledge, and skill to do so. The nurse is empowered to contact the prescriber or pharmacist filling the prescription to discuss the prescription if the nurse has questions regarding the administration of such medication. Qualified employees will be held harmless and immune from civil liability for administering medication or medical services in good faith and according to standard medical practices.

### **Parent/Guardian Administration**

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.

### **Medication Disposal**

Prescription medication remaining at the end of summer school must be taken home by the parent/guardian or will be destroyed. Over-the-counter medication that is not expired may be kept in lock-up for use the following year if the parent/guardian signs and Administration of Medication form or the following year.

### **Violation**

The District prohibits the use, sale, transfer, possession or self-administration of any medications by students while on district grounds, on district transportation, or during all district activities unless explicitly authorized in accordance with this regulation. Therefore, administrative procedures have been established for storing and administering medications in compliance with this regulation and pursuant to state and federal law. Medications will only be administered at school when it is not possible or not effective for the student to receive the medication at home. Students who possess or consume medications in violation of this regulation while on district grounds, on district transportation, or during a district activity may be disciplined up to and including suspension or expulsion. District administrators will notify law enforcement when they believe a crime has occurred.

## **ASSESSMENT AND REFERRALS TO OUTSIDE SERVICES – see Policy 2815**

The counseling staff, in consultation with other staff members, is responsible for reviewing students' academic progress as well as personal/social concerns. Where appropriate, the District will make contact with and/or put students and their parents/guardians in contact with outside agencies or professional resources. Where appropriate, the District will cooperate and assist other agencies or professional resources that become involved with students. Student information will not be provided to outside agencies or professional resources until the student's parents/guardians have signed a release of information form. Except as required by law, including but not limited to the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973, the cost of any services provided by the outside agency or professional resource is the sole responsibility of individual parents/guardians or eligible student.

## **ATTENDANCE (STUDENT) – see Policies 2310, 2340, Regulation 2310**

The Board of Education believes that regular attendance is essential to achieving success in school. Education is a total process based upon continual communication and shared responsibilities among parents, students, teachers and school. As students mature and progress through the educational system, they should increasingly assume

responsibility for regular attendance. However, parents have a legal and moral responsibility to require regular attendance at school.

The Board of Education has established the following rules and regulations regarding attendance, absences and excuses for students. These rules and regulations are intended to comply with Missouri Compulsory Attendance Law (167.031 RSMo.) which establishes compulsory attendance for all children between the ages of seven and sixteen unless their education is provided by other acceptable means or otherwise excusable under the law.

### **Excusable Absences**

In case of absence, it is the responsibility of the parent/guardian to notify the school. If the school is not notified on the day of absence, a note from the parent/guardian will be required on the first day of the student's return to school. The absence will be recorded as unexcused if a note or telephone call is not received.

Excusable absences include, but are not limited to:

1. Illness of the student (Doctor's statement may be required to support such absences)
2. Days of religious observance
3. Death in the family
4. Family emergencies that necessitate absence from school. The school must be notified in advance when such absences are foreseen

The following procedures should be followed by students who are absent so as to prevent academic difficulties:

1. The student shall obtain assignments from appropriate staff members. Assignments shall be obtained in advance if the absence is foreseen.
2. All assigned work shall be submitted upon returning to school.
3. All classroom work (to include tests) shall be completed as indicated by the individual classroom teacher.
4. After a student has been absent for three (3) consecutive days, it is the building principal's responsibility to contact the parent/guardian by telephone or letter in order to inquire about the reason for the student's absence.
5. If the principal is unable to contact the parent/guardian within three (3) days or the parent/guardian does not give a reasonable explanation for the absence within three (3) days, the building principal shall send a registered letter to the parent/guardian requesting a conference within a week.
6. If the parent/guardian does not contact the principal within a week of receipt of the registered letter, the building principal will make a referral to the proper legal authorities.
7. The building principal shall also notify the office of the Superintendent in writing of the excessive absence and continue to update the Superintendent on the situation.

### **Excessive Absences: Elementary and Middle School Students**

A student shall be allowed twenty (20) unexcused days per school year. Excessive absences, excused or unexcused, have a detrimental effect upon academic progress and may be one factor considered in promotion/retention decisions.

### **Truancy and Educational Neglect**

The Board of Education believes regular attendance is important to academic success. Therefore, the Board directs that problems with attendance on the part of any student be investigated and acted upon promptly.

Truancy is defined as deliberate absence from school on the part of the pupil with or without the knowledge of the parent/guardian and for which no justifiable excuse is given. When a pattern of truancy becomes evident, the principal will investigate and take such action as circumstances dictate. Section 210.115 R.S.Mo. mandates reporting to the Division of Family Services when there is reasonable cause to suspect that a student's nonattendance is due to the educational neglect of the parents/guardians.

Any school official or employee who knows or has reasonable cause to suspect that a student is being subjected to home conditions or circumstances which would reasonably result in truancy will immediately report or cause a report to be made to the building principal, or his/her designee, who will then become responsible for making a report via the Student Abuse Hotline to the Missouri Division of Family Services (DFS). The building principal shall inform the Superintendent/designee that a report has been made, and keep the Superintendent apprised of the status of the case.

## BICYCLES

We suggest students record their bicycle serial numbers. When traveling to and from school students must obey all traffic laws. The school assumes no responsibility for bicycles. Provisions have been made to safeguard bikes by requiring them to be properly parked and locked in the school bike racks. Bicycles are never to be ridden on school grounds.

## BULLYING – see Policy 2655

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students toward District personnel or students on school grounds, during the school day, at any school-sponsored activity, or in any school-related context. Bullying of students and District personnel is prohibited on all school property, during any District-sponsored activity, and on all District school buses. “Bullying” means intimidation, unwanted aggressive behavior, or any other unwanted negative action that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting of such acts. Bullying occurs when a student:

1. Communicates to another individual by any means (including face to face, by telephone, in writing, through cyberbullying, or via electronic communications), an intention to intimidate, or inflict physical, emotional, or mental harm without legitimate purpose, or.
2. Physically contacts another individual with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require physical touching, although touching may be included.

“Cyberbullying” means bullying as defined above through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District shall have jurisdiction to prohibit cyberbullying that originates on a school’s campus or at a District activity of the electronic communication was made using the school’s technological resources, if there is sufficient nexus to the educational environment, or if the electronic communication was made on the school’s campus or at a District activity using the student’s own personal technological resources. The District may discipline any student for such cyberbullying to the greatest extent allowed by school policy/law.

### **Anti-Bullying Coordinator**

The Superintendent shall, on an annual basis, appoint a District employee who is teacher-level staff or above at each school to serve as the Anti-Bullying Coordinator (ABC). The list of District ABCs shall be kept on file at central office, along with this policy.

### **Reporting**

District employees are required to report any instance of bullying of which the employee has first-hand knowledge. District employees who witness an incident of bullying are required to report the incident to the school ABC within two school days of the employee witnessing the event, unless the ABC is unavailable or is the subject of a report. In that case, the report should be made directly to the District’s Compliance Officer (Board Policy 1300). All District employees shall instruct all persons seeking to report an incident of bullying to communicate directly with the school ABC. If a verbal report is made, the person will be asked to submit a written complaint to the school ABC. If such person refuses or is unable to submit a written complaint, the school ABC will summarize the verbal complaint in writing. Even if a written complaint is not directly filed, if the school ABC otherwise learns about possible bullying or cyberbullying, the District will conduct a prompt, impartial, adequate, reliable, and thorough investigation to determine whether unlawful conduct occurred and will implement the appropriate interim measures, if necessary. The District may take action upon finding a violation of law, District policy, or District expectations even if a complaint is not directly filed.

### **Investigation**

Within two school days of receiving a report of an incident of bullying, the school ABC, the school principal, or his/her designee, shall initiate an investigation of the incident. The school principal may appoint other school staff to

assist with the investigation. The investigation shall be completed within ten school days from the date of the written complaint of bullying, unless good cause exists to extend the investigation.

### **Retaliation**

The District prohibits retaliation against any person who files a complaint of bullying, cyberbullying, or retaliation, and further prohibits retaliation against any person who testifies, assists, or otherwise participates in any investigation, proceeding, or hearing relating to such bullying, cyberbullying, or retaliation. The District will discipline or take other appropriate action against any student, teacher, administrator, or other school personnel who retaliates against any such person.

### **Consequences and Remedies**

When the District receives a report of bullying, cyberbullying, and/or retaliation, the District will take appropriate interim measures to protect the alleged victim(s). If, after investigation, it is determined that bullying, cyberbullying, and/or retaliation did occur, the District shall take prompt effective, appropriate action reasonably calculated to end the bullying, cyberbullying, and/or retaliation and to protect individuals from further such bullying, cyberbullying, and/or retaliation. Students who are found to have violated this policy will be subject to the following consequences: loss of privileges, classroom detention, conference with teacher, parents contacted, conference with principal, in-school suspension, out-of-school suspension, expulsion, and/or law enforcement contacted. Consequences imposed shall depend on factors such as: age of student(s), degree of harm, severity of behavior, and number of incidents. The District will discipline or take other appropriate action against any student, teacher, administrator, or other school personnel who is found to have violated this policy. Patrons, contractors, visitors, or others who violate this policy may be prohibited from District property or otherwise restricted while on District property.

### **Public Notice**

The Superintendent or designee will continuously publicize the District's anti-bullying policy and will disseminate information to employees, parents/guardians, and students, as well as to newly-enrolled students and newly-hired employees, regarding how to report incidents of bullying. This policy shall also be published in District student handbooks. In addition:

- a. The District shall provide information and appropriate training to District staff who have significant contact with students regarding the policy;
- b. The District shall give annual notice of the policy to students, parents/guardians, and staff;
- c. The District shall provide education and information to students regarding bullying, including information regarding the District policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, reprisal, or retaliation against any person who reports an act of bullying;
- d. The administration of the District shall instruct its school counselors, school social workers, licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for students to overcome bullying's negative effects. Such techniques shall include, but not be limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself or herself assertively and effectively; helping the student develop social skills; and/or encouraging the student to develop an internal locus of control; and
- e. The administration of the District shall implement programs and other initiatives to address bullying, to respond to such conduct in a manner that does not stigmatize the victim, and to make resources or referrals available to victims of bullying.

All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken. Complaints alleging unlawful discrimination, harassment, or retaliation in violation of Board Policy/Regulation 1300 shall also be referred to the District Compliance Officer for investigation pursuant to the application board policy/regulation.

### **BUS SERVICES – See Regulation 5620**

Students living one mile or more from school will be entitled to free bus transportation to and from school. Handicapped students are transported as required. Students not living in an elementary district where they are attending must furnish their own transportation. Any student whose conduct on a school bus is improper or jeopardizes the safety of other students may have his/her right to school bus transportation suspended for such period of time as deemed proper by the Superintendent, building principal, or designee.

Bus routes and schedules are published in the local paper and on the district’s web site prior to school beginning. The Assistant Superintendent for Business, 359-7001, will address all transportation questions.

The transportation service will be subject to continual supervision and regular evaluation on the basis of Board policies.

### **CANCELLATION OF SCHOOL**

At the Carthage R-9 Schools, we will always put the safety of our children first when making the decision whether to cancel school due to inclement weather. When possible, cancellations will be announced the previous evening before the 10:00 p.m. news. However, local television and radio stations are notified immediately upon a decision being made to cancel school, as well as posting on District social media. The District uses a system which automates phone calls to all households regarding school cancellations and important announcements. Also, the district's automated phone system "Inclement Weather" message will be updated immediately. You can access that message 24 hours a day at **359-7010 - Option 5**.

### **CELL PHONES**

Please see the section entitled “Personal Belongings.”

### **COMMUNICATION WITH STUDENTS BY ELECTRONIC MEDIA – see Policy 4650**

Staff members are encouraged to communicate with students and parents/guardians for educational purposes and may use a variety of effective methods, including electronic communication. The Carthage R-9 School District requires that all electronic or any other communications by staff members to students or parents at any time be professional, acceptable in content to any reasonable person, and limited to information that is school-related or is acceptable to both student and parent. This directive is applicable regardless of whether the method of communication is through District-provided devices or the staff member uses his or her own personal electronic communication devices, accounts, webpages, or other forms of electronic communication. The District’s policies, regulations, procedures, and expectations regarding communications at school and during the school day also apply to electronic communications for electronic purposes, regardless of when those communications occur.

Supervisors may authorize a staff member to communicate with students using the staff member’s personal telephone numbers, addresses, web pages or accounts (including, but not limited to, accounts used for texting) to organize or facilitate a District-sponsored class or activity if the communication is determined necessary or beneficial and is related to the class or activity. The District will notify parents/guardians when students are participating in classes or activities for which personal electronic communications have been approved.

### **CORPORAL PUNISHMENT – see Policy 2670**

Corporal punishment, as a measure of correction or of maintaining discipline and order in schools, is permitted. However, it shall be used only when all other alternative means of discipline have failed, and then only in reasonable form and upon the recommendation of the principal. If found necessary, it should be administered preferably by the principal in the presence of the teacher. It should never be inflicted in the presence of other students, nor without a witness. Corporal punishment shall be administered only by swatting the buttocks with a paddle. When it becomes necessary to use corporal punishment, it shall be administered so that there can be no chance of bodily injury or harm. Striking a student on the head or face is not permitted. The teacher or principal shall submit a report to the Superintendent, explaining the reason for the use of the corporal punishment as well as the details of the administration of the same. A staff member may, however, use reasonable physical force against a student without advance notice to the principal, if it is essential for self-defense, the preservation of order, or for the protection of other persons or the property of the District. The use of reasonable force for a District employee to protect persons or property is not abuse within the meaning of Chapter 210, RSMo.

### **DAILY ARRIVALS AND DEPARTURES**

<u>School</u>	<u>Starting Time</u>	<u>Dismissal Time</u>
Columbian Elementary	8:00 a.m.	3:07 p.m.
Fairview Elementary	8:00 a.m.	3:07 p.m.

Mark Twain Elementary	8:00 a.m.	3:07 p.m.
Pleasant Valley Elementary	8:11 a.m.	3:18 p.m.
Steadley Elementary	8:11 a.m.	3:18 p.m.

Students arriving prior to take-up time will have assigned areas to wait. Parents picking up students after school will be prompt at dismissal time. Parents who enter the building will wait at designated areas and not outside classrooms. If parents need to go to the student’s classroom, they must sign in and have a visitor’s pass.

**DAILY SCHEDULE**

Time on task is essential to your child’s education. Therefore, **keeping interruptions at a minimum protects instructional time.** We expect your cooperation by seeing your child is on time and doesn’t leave early and by informing your child’s teacher by note any time there is a special arrival or dismissal situation. Message requests during the day from parent to child are disruptive for the entire classroom. Notes communicate with less disruption.

**DETENTION – see Policy 2660**

The provisions of detention or an in-school suspension program for student violations of policies, rules and regulations shall provide principals with an additional alternative for dealing with disciplinary problems that occur in the schools. When this alternative is appropriate, students will be assigned to serve a specified time period in (a) in-school suspension, (b) after-school detention, or (c) Saturday school detention. These assignments, and the determination of the time period for them, shall be determined by the principal/designee.

**DISCIPLINE – see Policy 2600**

The District has the authority to discipline student conduct that is prejudicial to good order and discipline in the schools as provided by state law. School officials are authorized to hold students accountable for misconduct in school, on school property, and during school-sponsored activities. Students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline up to and including expulsion. However, no student will be confined in an unattended locked space except for emergency situations while awaiting the arrival of law enforcement officials.

Students forfeit their right to a public school education by engaging in conduct prohibited in Regulation 2610, the code of student conduct, and/or state or federal law. Disciplinary consequences include, but are not limited to, withdrawal of school privileges (athletics, intramurals, student clubs and activities and school social events); the reassignment of the student to another school; removal for up to ten (10) school days by building principals; extension of suspensions for a total of 180 days by the Superintendent; and longer term suspension and expulsion from school by the Board of Education.

Removal of any student who is a student with a disability under Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act is subject to state and federal procedural due process rights.

The District will provide annual in-service training to all employees concerning the District’s discipline regulations and their implementation. Annual training will also include, but will not be limited to, approved methods of dealing with school violence, discipline of students with disabilities, and the requirements of student confidentiality (see Discipline Charts at the end of this handbook).

**DISCIPLINE – CODE OF CONDUCT (STUDENT) – see Policy 2610, Regulation 2610**

All students attending District schools will be expected to accept the obligation and responsibility to attend school on a regular basis and to comply with the District’s discipline code set forth in Regulation 2610. Those students who choose not to fulfill their responsibilities at school, on school property or at any school-sponsored activity, will be held accountable for their conduct. Consequences for individual acts of misconduct are calculated to discipline the student, to deter future misconduct, and to provide a safe and positive environment in which students can learn. Students who engage in significant acts of misconduct off campus which materially and adversely impact the educational environment of district students to the extent allowed by law will be subject to discipline up to and including expulsion.

## Behavioral Expectations

Development of good discipline and school safety are among the most important goals of education. Discipline is the development of self-control, character, proper respect, and consideration for other people and property. School safety is the responsibility of everyone. Any student, parent, or concerned citizen has a responsibility to report to the office or school staff any rumor or information that jeopardizes the safety of anyone associated with the school. So that the Carthage R-9 School District can maintain the best learning environment possible, the administration and faculty members have the following expectations of our students:

1. Appropriate school behavior: Classroom behavior that assures the right of every student to learn and the right of every teacher to teach. Appropriate out-of-classroom behavior should demonstrate respect for the personal and property rights of other students, faculty, and members of the staff.
2. Arrival at school and to class on time along with adequate preparation for classes.
3. Daily attendance in school and class.
4. Appropriate use and care of school facilities and equipment.
5. Cooperation with school faculty and other staff members.
6. Adherence to appropriate standards of courtesy, decency, and morality.

No code can be expected to list each and every offense that may result in the use of disciplinary action. So that Carthage students may know and understand the disciplinary guidelines for normal school operation, the following activities listed below are prohibited. Any student who engages in any of these activities is subject to disciplinary action which may range from student conference to parental conference, loss of privileges to loss of course credit, corporal punishment, short-term suspension, or expulsion from school. Punishment may be a combination of the preceding depending on the severity of the offense. When a school suspension is determined to be appropriate for the offense committed, the suspension or expulsion policies of the board of education shall be followed. In addition, the disciplinary consequence listed for each offense may be increased or decreased by the Administration or the Board of Education due to mitigating or aggravating circumstances. The discipline code set out in this regulation is intended to be illustrative but not an exclusive listing of acts of misconduct and the consequences for each. Misconduct which is not specifically listed in this regulation may be deemed to warrant discipline up to and including expulsion following provision of all due process procedures.

The Carthage School District code of conduct applies to any student who is on school property or adjacent to school property. The Carthage School District code of conduct can include off-campus misconduct which is not school related if it is prejudicial to good order and discipline in the schools or impairs the morale and good conduct of students. It also applies to students in attendance at school or at a school-sponsored activity. The policy applies to students who are riding a bus to and from school or school-sponsored activities. Students are subject to discipline, up to and including expulsion, for misconduct regardless of whether the conduct occurs at a school activity and regardless of when the misconduct occurs where it is reasonably determined that a student's misconduct adversely affects school safety or student welfare. The appropriate law enforcement agency will be notified and/or directly involved in any student offense that falls within their jurisdiction (drugs, alcohol, arson, etc.).

Copies of this regulation or the student handbook which includes the code of student conduct and disciplinary consequences, as well as the District's corporal punishment policy, if any, will be provided to each student at the beginning of each school year. Copies of these documents will also be available for public inspection during normal business hours in the Superintendent's office.

1. **Alcohol, Drug or Other Dangerous Substance Use/Possession/Under The Influence/Transfer or Distribution**—Transfer, distribution, use or possession, under the influence of illegal drugs, alcohol, controlled substances, paraphernalia, dangerous drugs, substances or their imitators, use of substances or drugs in a manner other than directed or prescribed, on or adjacent to school property or at any school-sponsored event.
2. **Arson**—Intentionally causing or attempting to cause a fire or explosion.
3. **Assault**— (Refer to Policy and Regulation 2673 – Reporting of Violent Behavior)
  - a. Assault of a Student or Staff Member – Use of physical force with the intent to do bodily harm.
  - b. Fighting – Physically striking another in a mutual contact as differentiated from an assault.
4. **Bullying**—Aggressive behavior or intentional “harm doing,” without apparent provocation, carried out by an individual or group of individuals repeatedly and over time within interpersonal relationships characterized by an imbalance of power, with the intent to intimidate or inflict physical, emotional or mental harm. This behavior can be carried out physically, verbally, through written or electronic communications, or in other ways, such as making faces or obscene gestures, or intentional exclusion from a group (**see Policy 2655**). District employees

are required to report any instance of bullying of which the employee has firsthand knowledge. Moreover, the District will provide training for employees relative to enforcement of this policy.

5. **Defiance of Authority/Insubordination/Blatant Disrespect**—Verbal abuse, refusal to obey school rules or to follow instructions of administrators, faculty or other school personnel.
6. **Extortion/Coercion/Blackmail**—Obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
7. **Failure Avoidance**—Students are expected to complete all assignments on time. Failure to do so on multiple occasions is considered a discipline issue.
8. **False alarms**—Tampering with emergency equipment, setting off false alarms, or making false reports.
9. **Fighting**—Combatant physical contact between two or more individuals.
10. **Gambling**—Participating in games of chance for the purpose of exchanging money.
11. **Harassment**—Words or conduct that intentionally intimidate or defame another student or school personnel. Any student who believes he/she has been the victim of harassment should report the alleged harassment to the Principal and/or the Assistant Superintendent.
12. **Inappropriate Display of Affection**—The only appropriate display of affection is holding hands.
13. **Lying/Forgery**—Giving false or misleading information, either verbally or in writing, to a school employee.
14. **Malicious Mischief**—Tampering or interfering with school or personal property. Examples: littering, graffiti, tampering with lockers, tagging cars
15. **Non-sanctioned groups**—A group whose apparel, jewelry, accessories, symbols, graffiti, gestures, or manner of grooming which by virtue of its color, arrangement, trademark, or other attribute denotes membership in such a group that advocates drug use, violence, or exhibits behaviors that interfere with the normal and orderly operation of the school. (Refer to Policy and Regulation 2653 – Student Participation in Secret Organizations and Gangs.)
16. **Reckless or Endangering Behavior**—Conduct which creates substantial risk of physical injury to any other person. (Examples: fight promotion, throwing objects, horseplay)
17. **Scholastic Dishonesty**—Includes, but is not limited to, cheating on a test, plagiarism, and collusion.
  - a. **Cheating on a Test includes:**
    - i. Copying from another student’s test paper.
    - ii. Using material during a test that is not authorized by the person giving the test.
    - iii. Collaborating with another student during the test without authority.
    - iv. Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of an unadministered test.
    - v. Securing copies of the test or answers to the test in advance of the test.
  - b. **Plagiarism** means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work for credit.
  - c. **Collusion** means the unauthorized collaboration with another person in preparing written work offered for credit.
18. **Sexually Inappropriate Behavior**—Unwanted verbal, written, or physical conduct of a sexual nature imposed on the basis of sex.
19. **Tardiness**—A student is tardy if not in class and seated when the bell rings. Students will receive one teacher-issued warning per quarter. If arriving at school five minutes late or more, a note from home must be brought to the office. Failure to have a note may result in consequences.
20. **Theft**—Nonconsensual taking or attempting to take the property of another.
21. **Threat** – Verbal, physical, or written expression of an intention to inflict harm to person or property.
22. **Tobacco Possession/Use/Transfer**—The possession and/or use of tobacco in any form on or adjacent to school property, or any school event held away from school.
23. **Truancy**—If after leaving home for school, the student does not attend school, or if he/she leaves the campus during school hours without permission from the office, or if he/she does not attend a class. Students are also truant if they stay home without a valid reason. Subsequent letters or notes indicating parental approval for these absences cannot be accepted. There will be no authorized skip day. The student will not receive credit for make-up work. (See also Policy and Regulation 2340 – Truancy and Educational Neglect.)
24. **Vandalism**—Willful or deliberate destruction or defacement of school or personal property.
25. **Weapons/Weapon Possession/Use/Transfer** - See Policy and Regulation 2620 on pages 41-43 of this handbook.

**DISCIPLINE OF STUDENTS WITH DISABILITIES – see Policy 2672**

The obligation and the responsibility to attend school regularly and to comply with the District's discipline policies applies to all students. The District may discipline a student with a disability who has not complied with the District's

discipline policies in a manner that is consistent with the District's policies and applicable law. Special education services will be provided to a disabled student if the student has been removed from school for more than ten (10) school days. If a student with a disability is removed for less than ten (10) cumulative days, educational services will be provided only if such services are provided to students without disabilities who have been similarly removed in accordance with applicable federal and state law and Board policy.

### **DISTRIBUTION OF NONCURRICULAR PUBLICATIONS BY STUDENTS – see Policy 2170**

The District recognizes that student expression regarding a variety of topics may be beneficial to the District's educational mission. Discussion and debate regarding serious issues can endanger tolerance for diverse viewpoints. The District, however, has the obligation to ensure that student expression is consistent with the District's educational mission. Accordingly, the District has adopted guidelines to regulate student expression in a manner consistent with the District's educational goals.

### **DRESS AND PERSONAL APPEARANCE – see Policy 2651**

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. The Board may require students to wear a school uniform.

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, 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.

**Appropriate dress and personal appearance** – All aspects of dress and personal appearance are extremely important in developing the best atmosphere for educational attainment. With this in mind, students will be encouraged, at all times, to be aware of their personal appearance and to dress according to generally accepted customs of the local community. Any attire or manner of grooming which does not create a distraction in the educational process or does not allow immodest exposure is the key to appropriate dress. The keynote to dress at any time, for any occasion, is good taste. The following are specific examples of articles that will not be permitted:

1. Clothes that advertise or display any type of alcoholic beverage, drugs, tobacco, nudity, improper language, double-meaning slogans, or put-down messages.
2. Mesh or any form of see-through clothing, including fishnet hosiery on arms or legs.
3. Clothes that have a low-cut or revealing neckline or that expose midriff or backside.
4. Tank tops or other sleeveless tops with excessively large openings. (All clothes must have sleeves or a 2" minimum shoulder strap width.) Sleeve opening must conceal the torso.
5. Exposed undergarments.
6. The waistband must be worn at the hips or above, even if covered by an un-tucked shirt. Excessively baggy clothing must be worn with a belt or suspenders in order to comply with this standard.
7. Clothes that have tears, rips, or cuts (including jeans with holes above the knee). Such holes must be patched from the outside so that the hole is not visible.
8. Hats or other head coverings, including sunglasses, worn inside the building. Hats are to be removed once a student has entered the building.
9. Bare feet (health and safety regulations require that all students wear shoes). Shoes must be safe for recess and P.E.
10. Shorts, skirts, and dresses must be at least mid-thigh length when the student is observed in a standing position. Even if leggings are worn underneath, the outer-most garment must come at least to the fingertips.
11. No heavy or loose chains or straps that may create a safety risk.
12. Any apparel, jewelry, accessory, notebook, or manner of grooming which by virtue of its color, arrangement, trademark, or any other attribute denotes membership in such a group that advocates drug use, violence, or which exhibits behaviors that interfere with the normal and orderly operation of the school. Symbols, whether permanent or temporary, including but not limited to pentagrams, anarchy symbols, or other "gang" symbols are not

acceptable. Long raincoats or trench coats, large handkerchiefs or bandanas as head coverings or adornments are examples of clothing that are not acceptable.

13. Pajama pants and house shoes are not acceptable for school.

14. Pants or shorts that have letters or words across the posterior are not acceptable for school.

Any approved school exceptions, worn as prescribed, will be deemed in compliance with the dress code. Decisions concerning questionable dress will be made by the faculty administration. These decisions are final. In cases where the dress code is violated, the student will be required to modify their dress to comply with the dress code for the remainder of the day AND may receive a disciplinary consequence.

#### **DRUG EDUCATION – see Policy 6130**

The Board of Education understands that parents/guardians, educators, students, and other community members are seriously concerned about the adverse effects of drug abuse on the individual and society. Furthermore, the Board believes that effective drug education programs require both the acquisition of knowledge and the development of positive personal values. Both the school and other community agencies must share in the development and conduct of programs to alleviate the problems of drug abuse. Therefore, the School District will abide by the following:

1. Be concerned with the education of all areas of drug and alcohol abuse.
2. Establish and maintain a realistic, meaningful drug and alcohol education program that will be incorporated in the total educational program.
3. Establish and maintain an ongoing in-service drug and alcohol education program for school personnel.
4. Cooperate with government and private agencies offering services related to drug and alcohol problems.
5. Encourage and support activities that will develop a positive peer influence in the area of drugs and alcohol.
6. Create a climate whereby students may seek and receive counseling about drugs and alcohol and related problems without fear of reprisal.
7. Follow federal mandates concerning drug and alcohol education.

#### **DRUG-FREE SCHOOLS – see Policy 2641**

Pursuant to requirements of the 1989 amendments of the Drug-Free Schools and Communities Act and to the requirements of the Safe Schools Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, the District shall provide age-appropriate, developmentally-based drug and alcohol education and prevention programs to all students from early childhood level through grade 12 (see also Policy 6130 – Drug Education). Such programs will address the legal, social, and health consequences of drug and alcohol use, and provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

The District shall provide information about any drug and alcohol counseling and rehabilitation and reentry programs that are available to students. Students may be required to participate in such programs in order to avoid suspension or expulsion if they are found to be in violation of this policy. All parents/guardians and students shall annually be provided with a copy of this policy.

The District certifies that it has adopted and implemented the drug prevention program described in this policy in the form required by the Department of Elementary and Secondary Education or the United States Department of Education. The District conducts a biennial review of this program to determine its effectiveness, to implement necessary changes and to ensure that the disciplinary sanctions are consistently enforced.

#### **DYSLEXIA SCREENING – See Policy 6445**

Dyslexia is a disorder that is neurological in origin, characterized by difficulties with accurate and fluent word recognition and poor spelling and decoding abilities that typically result from a deficit on the phonological component of language, often unexpected in relation to other cognitive abilities and the provision of effective classroom instruction, and of which secondary consequences may include problems in reading, comprehension, and reduced reading experience that can impede growth of vocabulary and background knowledge.

In order to close the gap between struggling readers and their “normally” developing peers, the District will:

- Identify students at risk for dyslexia or reading failure;
- Form small groups for instruction and intervention;
- Plan instruction and intervention;
- Set goals for individual student achievement; and

- Establish criteria for intervention exit.

Each student, kindergarten through third grade, will annually be screened for dyslexia within the first thirty days of the school year. In order to monitor progress or lack of progress, benchmark assessments will also be completed for K-3 students in the middle and at the end of each school year. The dyslexia screening protocol set forth in this policy will also be administered to the following students:

- K-3 Missouri transfer students who have not been previously screened;
- K-3 out-of-state transfer students who do not have documentation of previous screening; and
- Students in grades 4 and above with a record of potential dyslexia-related issues as determined by the classroom teacher or as requested by the student’s parent/guardian.

The following groups are exempt from dyslexia screening:

- Students with an existing diagnosis of dyslexia;
- Students with a sensory impairment (visual/auditory);
- Students with severe intellectual disabilities; and
- Students who are English Learners where screening administration and/or interpretation are not available.

However, English Learners may be screened for dyslexia-related risk factors through screening in the student’s native language, where feasible.

### **EARLY DEPARTURES**

Prior notice by note or phone call is required for students being picked up during the school day. Students will be checked out at the office before leaving. Attendance is kept by hours and time missed must be recorded.

### **ENGLISH LANGUAGE LEARNERS (ELL) – see Policy 6180**

The Board of Education is committed to identifying and assessing the educational needs of students whose native or home language is other than English. Once identified, the District will provide appropriate programs to address the needs of these students. Students entitled to considerations under this policy include:

1. Language Minority (LM) – students who come from a background where English is not the student’s first language, or where the primary language of the home is not English, or both.
2. Limited English Proficient (LEP) – students whose English language skills are insufficient to lead to success in an English-only classroom.

The District will take steps to ensure to the maximum extent practicable that the interests of ELL students are included in the development and implementation of District programs and services that are offered by the District to and for its student body.

### **ENROLLMENT**

Students must be officially enrolled before attending classes. To enroll the following information must be presented at the Welcome Center:

Proof of residency	Proof of age
Safe Schools Clearance from previous school	Immunization records
Emergency contact	Special Education students must have I.E.P.

### **EVERY STUDENT SUCCEEDS ACT**

Our district is required to inform you of certain information that you, according to The Every Student Succeeds Act (ESSA) of 2015, have the right to know.

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

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

In addition to the information that parents may request, districts must provide to each individual parent:

- Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and
- Timely notice that the parent's child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

### **Standard Complaint Resolution Procedure For Every Student Succeeds Act Programs**

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 under the Every Student Succeeds Act of 2015.

#### **1. What is a complaint under ESSA?**

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.

The written, signed complaint must be filed and the resolution pursued in accordance with local district Regulation 1621, *Private, State and Federal Programs Administration*:

- A. Individuals shall file with the Superintendent a written complaint, which includes the following: specific nature of the alleged violation, the time and place, and related details.
  - B. The Superintendent shall cause a review of the written complaint to be conducted and a written response mailed to the complainant within ten (10) working days after the receipt of the written complaint. A copy of the written complaint and response will be provided to the Board of Education.
  - C. If complainant is not satisfied with such response, he or she may submit a written appeal to the Board indicating with particularity the nature of disagreement with the response and his/her reasons underlying such disagreement.
  - D. The Board shall consider the appeal at its regularly scheduled board meeting following receipt of the response. The Board shall permit the complainant to address the Board in public or closed session, as appropriate and lawful, concerning his/her complaint and shall provide the complainant with its written decision in the matter as expeditiously as possible following completion of the hearing.
  - E. If the complainant is dissatisfied with the action taken by the Board of Education, a written notice stating the reasons for dissatisfaction shall be filed within fifteen (15) working days following resolution of the complaint by the Board with the state director of Title I. The state director of Title I will initiate an investigation, determine the facts relating to the complaint, and issue notice of his findings to the Board and the complainant. If the findings support the allegations of the complainant, the Board will be requested to take corrective action. If the findings support actions taken by the Board of Education, the Board's action will stand.
- 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:
    - A. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
    - B. 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:
    - A. Record.** A written record of the investigation will be kept.
    - B. Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.

- C. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
- D. **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.
- E. **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, and/or telephone call(s).
- F. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U. S. Department of Education.

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

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

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

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

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

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

**EXPULSION – see Policies 2663 and 2664, Regulations 2663 and 2664**

The term “expulsion” refers to permanent exclusion from school. If a student consistently or grossly refuses to conform to school policies, rules, and/or regulations, the Superintendent may recommend to the Board of Education that the student be expelled from school. Parent(s) (guardian(s)) may waive the right to a hearing for their student provided the student is under the age of eighteen and provided the waiver is in writing.

No student shall be readmitted, or permitted to enroll or otherwise attend school (except as may otherwise be required by law), following a suspension or expulsion from this or any other school until the District has conducted a conference to review the conduct that resulted in the expulsion or suspension, and any remedial actions needed to prevent any future occurrences of such or related conduct.

No student may be permanently expelled from school without a prior hearing before the full Board or, at least, a quorum of the Board, unless the parent, custodian, or the student (if at least eighteen years of age), after meeting with the Superintendent or his designee to discuss the recommendation for expulsion, waives, in writing, any right to a hearing before the Board.

Due process for expulsion of students shall include the following:

1. Board action shall begin with a written notification of the charges against the student, which shall be delivered by certified mail to the student, his/her parent/guardian, or others having his/her custodial care. Such notification will include charges, contemplated action, and time and place of a hearing on such charges and that the student, parent/guardian, or others having custodial care shall have the right to attend the hearing and to be represented by counsel.
2. The hearing will be closed unless the student, parent/guardian or others having custodial care requests an open hearing. At said hearing, the Board of Education or counsel shall present the charges, testimony, and evidence deemed necessary to support the charges. The Board will expect the principal in each case to be present and make oral and written reports and statements concerning the student's misconduct. The student, parent/guardian or others having custodial care, or counsel, shall have the right to cross-examine witnesses presented in behalf of the charges and to present testimony in defense thereagainst.
3. At the conclusion of the hearing or in an adjourned meeting, the Board of Education shall render its decision to dismiss the charges, suspend the student for a specified time, or expel the student from the schools of the District.

4. A decision to expel a student requires the vote of a majority of those Board members present. Prompt written notice of the decision shall be given to the student, parent/guardian or others having custodial care, and counsel, if applicable.

### **Enrollment or Return Following Suspension and/or Expulsion Conference Required**

The conference shall include the appropriate school officials, the student, the parent/guardian of the pupil, and any agency having legal jurisdiction, care, custody or control of the student. The district shall notify in writing the parent/guardian and all other parties of the time, place, and agenda of any such conference. However, failure of any party to attend this conference shall not preclude holding the conference.

Notwithstanding any provision of this regulation to the contrary, no student shall be readmitted or enrolled in a regular program of instruction if:

1. The student has been convicted of one of the offenses listed below.
2. The student has been charged with one of the offenses and there has been no final judgment.
3. A juvenile petition has been filed alleging that the student committed an act, which if committed by an adult, would be one of the offenses listed below, and there has been no final judgment; or
4. The student has been adjudicated to have committed an act, which if committed by an adult, would be one of the offenses listed below.

### **Offenses to Which This Policy Applies**

1. First degree murder (Mo. Rev. Stat. § 565.020)
2. Second degree murder (Mo. Rev. Stat. § 565.021)
3. First degree assault (Mo. Rev. Stat. § 565.050)
4. Forcible rape (Mo. Rev. Stat. § 566.030)
5. Forcible sodomy (Mo. Rev. Stat. § 566.060)
6. Robbery in the first degree (Mo. Rev. Stat. § 569.020)
7. Distribution of drugs to a minor (Mo. Rev. Stat. § 195.212)
8. Arson in the first degree (Mo. Rev. Stat. § 569.040)
9. Kidnapping as a Class A felony (Mo. Rev. Stat. § 569.110)
10. Statutory rape (Mo. Rev. Stat. Section 566.032)
11. Statutory sodomy (Mo. Rev. Stat. Section 566.062)

Nothing in this regulation shall be construed to prevent the District from imposing discipline under the Student Code of Conduct for conduct underlying the above-listed offenses, even if the adult charge or juvenile petition has been dismissed, or the student has been acquitted or adjudicated not to have committed such acts in a criminal or juvenile court—if by a preponderance of the evidence, it can be established that the student engaged in the underlying conduct. The District may enroll a student, otherwise excluded under this regulation, in an alternative education program if the District determines that such enrollment is appropriate.

Students denied enrollment because of conviction of one of the acts set out in this regulation or due to an existing suspension or expulsion from another school district will be advised of the reasons for denial of enrollment and will be given an opportunity to respond to those reasons.

### **Suspension or Expulsion from Other Schools**

Prior to the enrollment, a student who is under suspension or expulsion from any other in-state or out-of-state public or private school and who is seeking admission will be evaluated by the Superintendent or Superintendent's designee. However, upon request, the Superintendent/designee will confer with the pupil, parent/guardian, or person acting as parent of a special education student to consider imposition of the other school's suspension or expulsion. If the Superintendent/designee determines that such conduct would have resulted in a suspension or expulsion had the conduct been committed in District schools, the suspension or expulsion will be implemented.

### **FERPA NOTICE OF DESIGNATION OF DIRECTORY INFORMATION – see Form 2400**

Dear Parents and Guardians:

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Carthage R-IX School District, with certain exceptions, obtains your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Carthage R-IX School District may disclose appropriately

designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Carthage R-IX School District to include this type of information from your child’s educational records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

If you do not want the Carthage R-IX School District to disclose directory information from your child’s educational records without your prior written consent, you must notify the District in writing by the end of the first week of school. The Carthage R-IX School District has designated the following information as directory information:

- Student’s name
- Address
- Telephone listing
- Photograph
- Date and place of birth
- Dates of attendance
- Grade Level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors and awards received

#### **FERPA EDUCATIONAL RIGHTS ANNUAL NOTIFICATION – see Form 2400.1**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s educational records. These rights are:

1. The right to inspect and review the student’s educational records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the appropriate school official a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of student’s educational records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school official, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their rights to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s educational records, except to the extent the FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon

request, the school discloses educational records without consent to officials of another school district in which the student seeks or intends to enroll.

4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by the Carthage R-9 School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
U. S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

#### **FIREARMS AND WEAPONS IN SCHOOL – see Policy 1433**

The presence of firearms and weapons poses a substantial risk of serious harm to District students, staff and community members. Therefore, possession of firearms and weapons is prohibited on school premises at all times, except for law enforcement officials and as otherwise provided in this policy. As used in this policy, the phrase *school premises* includes all District buildings, grounds, vehicles and parking areas. This prohibition also extends to the sites of school activities, whether or not those school activities are conducted on School District property.

Individuals found to be in violation of this policy will be dealt with severely. Students will be disciplined up to and including expulsion as provided in Policy and Regulation 2620 - Firearms and Weapons in School. Law enforcement officials will be notified and the individual violating this policy will be directed to leave school premises. Non-students violating this policy will be barred from all school premises and school activities for a period of one (1) year. Subsequent violations by the same individual will result in a permanent bar from school premises and school activities.

Student participation in school-sanctioned gun safety courses, student military or ROTC courses, or other school sponsored firearm related events does not constitute a violation of this policy, provided the student does not carry a firearm or other weapon into any school, school bus, or onto the premises of any other activity sponsored or sanctioned by school officials. In addition, persons passing through school district property for purposes of dropping off or picking up a student do not violate this policy if they possess a lawful permitted weapon in the vehicle during this time.

#### **FLOWERS – see Policy 1432**

No flowers, balloons, etc. will be delivered to students at school.

#### **FOOD SERVICE MONEY PROCEDURES & PRICES – See Policy 5550**

The School District would like, if possible, to have students pay for food service by the month or week. A computerized accounting procedure is used which allows for accounting of students' meals and money. Students will bring money in a properly completed envelope that is provided. The District accepts the following methods of payment: cash, check, or electronic payment through My School Bucks. All meals should be paid for in **ADVANCE**. Elementary and intermediate students will be allowed to charge a maximum of five dollars (\$5.00). These meals will include only the menu items of the reimbursable meal. After the balance exceeds five dollars, the student may be given an alternative meal, which will include a cheese sandwich, fruit, and choice of milk. The student will be provided the alternative meal on a tray in the lunch line, and will not be charged for this meal. Robo-calls will go out weekly to those students who have a balance in their account of \$3.00 or less.

##### **Meal Prices**

Student	Breakfast - \$1.05
	Lunch - \$1.90
	Additional Milk - \$.45

Students needing assistance with meals may fill out a Free Lunch Form. It is Federally mandated that we send these forms to everyone. Forms will be processed as quickly as possible.

#### **GIFTED EDUCATION PROGRAM – See Policy 6160**

The Board of Education directs that curriculum be developed to meet the needs of students who have been identified as gifted by multi-criteria assessment developed by professional staff. This curriculum is to include strategies infused in all areas of regular education, K-12, as well as specific curriculum designed to enrich the regular curriculum in

order to meet the challenge of education the gifted student. The District’s gifted education program will allow for grade acceleration for students who demonstrate:

- Advanced performance or potential for advanced performance; and
- The social and emotional readiness for acceleration.

The acceleration opportunity will apply to subject acceleration and/or whole grade acceleration.

Parents/guardians may request a review of the District’s determination that their student did not qualify to receive services through the District’s gifted education program. The review process is as follows:

- Review of the decision by their building principal;
- Review by the central office administrator who is responsible for supervision of the gifted program;
- A written submission to the Board of Education stating the parents’/guardians’ basis for an appeal;
- The Board may deny the written submission or may meet with the parents/guardians at a Board meeting to consider the appeal. The Board’s decision is final.

While appeal is permitted for denial of entry into the gifted program, no such appeal is available for acceleration decisions. The District and District employees are immune from liability from any and all acts or omissions relating to the decision that a child did not qualify to receive services through the District’s gifted education program.

**GRADING AND GRADING SCALE – see Policy 6450**

The evaluation of the academic achievement of students in the District is based on the premise that students have diverse capabilities, interests and individual patterns of growth and learning. It is essential that the professional staff have adequate information to assess a student’s educational needs, growth patterns, and other factors necessary to design instructional plans for the student. Sharing of information among parents/guardians, teachers, and students is an integral part of the evaluative process.

Student performance is assessed on a continual basis throughout the school year. This evaluation assesses student growth in expression of ideas, communication, achievement of educational goals, and personal growth and development.

In the Carthage R-9 School District, report cards are issued four times a year. Carthage R-9 has established grade level learning objectives based upon the Missouri Learning Standards. A revised standards-referenced report card has been developed for grades K-3. The purpose of this report card is to communicate student progress toward achieving these end-of-year learning objectives.

A standards-referenced report card:

- Provides a clear message to parents about which skills and concepts students know and are able to demonstrate in relation to established state standards;
- Helps teacher and students focus on identified end-of-year expectations from the very beginning of the year, giving students a direction for their learning;
- Aligns instruction, assessment, and grading with standards.
- Standards-referenced subject areas are broken down into big ideas and learning targets that students need to learn or master.
- Students receive a separate mark for each learning target using four performance descriptors:

<b>4 Advanced</b>	<b>3 Mastery</b>	<b>2 Approaching Mastery</b>	<b>1 Beginning</b>
The student has demonstrated mastery and can apply knowledge above and beyond the standard.	Student has mastered the standard. 	Student is able to demonstrate some understanding of the concept required by the standard but lacks mastery in key areas.	Student has difficulty demonstrating understanding and needs support to complete key tasks.

### **HARASSMENT – Regulation 1300**

The District is committed to maintaining a workplace and educational environment that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. The District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service. In accordance with law, the District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information (inapplicable to students), or any other characteristic protected by law in its programs and activities. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups. Further, no person shall be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination based on the above listed characteristics under a school nutrition program for which the District receives federal financial assistance from the U.S. Department of Agriculture (USDA Food and Nutrition Service).

The Director of Special Services has been designated as the District's Section 504 Compliance Officer to handle complaints or inquiries regarding discrimination based on an individual's disability. All other complaints or inquiries regarding the District's non-discrimination policies will be handled by the Assistant Superintendent for Business. Both Compliance Officers can be contacted at 710 Lyon, Carthage, Missouri 64836, telephone number 417-359-7000.

For information regarding how to report a claim of discrimination, harassment, or retaliation, see Board of Education Regulation 1300. Policy and Regulation 1300 shall govern all complaints and concerns by parents, patrons, employees, or students of the District related to discrimination, harassment, or retaliation on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information (inapplicable to students), or any other characteristic protected by law.

### **HEALTH INFORMATION RECORDS – see Regulation 2410**

All information contained in a student's health information records, except information designated as directory information by the District, shall be confidential and shall be directly accessible only to school officials who demonstrate a legitimate educational interest in the student health information and to parents/guardians or eligible students. Interviews with students, parents/guardians or staff members concerning student health information, or phone calls concerning such, should take place in private offices. Confidential health information should not be left as a message with a secretary, on voice mail or answering machines. The District will comply with all state and federal law pertaining to the confidentiality of student health information.

### **HEALTH SERVICES – see Policy 2830**

The District will be responsible for providing first aid or emergency treatment for students in cases of sudden illness or injury. Where necessary, and with notice to the parent/guardian, emergency health services will be secured. The parent/guardian is responsible for the cost of their child's medical treatment.

### **ILLNESS OR INJURY**

In case of illness or injury the school nurse or a member of the school staff will care for a child temporarily. School personnel will render first aid treatment only. If emergency medical treatment is necessary the parents will be contacted. If parents are not available, the child will be taken to the emergency room at the hospital. Remember, **an emergency telephone number where parents can be reached and the name and telephone number of the student's family doctor must be on file at the school.** Students who have a temperature of 100 degrees, are vomiting, or have diarrhea will be sent home immediately.

### **INNOCULATIONS OF STUDENTS – See Policy 2850**

All students attending District schools are required to be in compliance with state programs mandating immunization against specific diseases. Failure to comply with District immunization requirements will result in exclusion from school until proof of compliance is provided. Parents/guardians of homeless students are encouraged to submit proof of compliance as soon as possible.

The Superintendent shall institute procedures for the maintenance of health records, which are to show the immunization status of every student enrolled or attending in the District, and for the completion of all necessary reports in accordance with guidelines prepared by the Department of Social Services – Missouri Division of Health.

Upon written request, the District will notify the parents/guardians of pre-kindergarten students whether other pre-kindergarten students are attending school with an immunization exception. The identity of students for whom an immunization exception has been filed is confidential and will not be released except as required by law.

#### **INSTRUCTION FOR HOMEBOUND STUDENTS – See Policy 6275**

Homebound instructional programs will be administrative considered for students who for health reasons are likely to be absent for more than ten school days. Decisions with respect to homebound instruction for disabled students under Section 504 IDEA are made by the students' Section 504 or IEP team. Please refer to Regulation 6275 for specific homebound procedures.

#### **INSTRUCTIONAL TIME**

Instructional time is protected in our classrooms. Messages are given on the intercom during the last 10 minutes of each day. Only in emergency situations will the classroom be interrupted.

#### **INTERNET USAGE AND SAFETY POLICY – see Policy and Regulation 6320**

##### **Personal Responsibility**

Access to electronic research requires students and employees to maintain consistently high levels of personal responsibility. The existing rules found in the District's Behavioral Expectations policy (Board Policy/Regulation 2610) as well as employee handbooks clearly apply to students and employees conducting electronic research or communication.

One fundamental need for acceptable student and employee use of District electronic resources is respect for, and protection of, password/account code security, as well as restricted databases files, and information banks. Personal passwords/account codes may be created to protect students and employees utilizing electronic resources to conduct research or complete work. These passwords/account codes shall not be shared with others; nor shall students or employees use another party's password except in the authorized maintenance and monitoring of the network. The maintenance of strict control of passwords/account codes protects employees and students from wrongful accusation of misuse of electronic resources or violation of District policy, state or federal law. Students or employees who misuse electronic resources or who violate laws will be disciplined at a level appropriate to the seriousness of the misuse.

##### **Acceptable Use**

The use of the District technology and electronic resources is a privilege, which may be revoked at any time. Staff and students are only allowed to conduct electronic network-based activities which are classroom or workplace related. Behaviors which shall result in revocation of access shall include, but will not be limited to: damage to or theft of system hardware or software; alteration of system hardware or software; placement of unlawful information, computer viruses or harmful programs on, or through the computer system; entry into restricted information on systems or network files in violation of password/account code restrictions; violation of other users' rights to privacy; unauthorized disclosure, use or dissemination of personal information regarding minors; using another person's name/password/account to send or receive messages on the network; sending or receiving personal messages on the network; and use of the network for personal gain, commercial purposes, or to engage in political activity.

Students and employees may not claim personal copyright privileges over files, data or materials developed in the scope of their employment, nor may students or employees use copyrighted materials without the permission of the copyright holder. The Internet allows access to a wide variety of media. Even though it is possible to download most of these materials, students and staff shall not create or maintain archival copies of these materials unless the source indicates that the materials are in the public domain.

Access to electronic mail (E-mail) is a privilege and designed to assist students and employees in the acquisition of knowledge and in efficiently communicating with others. The District E-mail system is designed solely for educational and work-related purposes. ***E-mail files are subject to review by District and school personnel.*** Chain letters, "chat rooms" or Multiple User Dimensions (MUDs) are not allowed, with the exception of those bulletin boards or "chat"

groups that are created by teachers for specific instructional purposes or employees for specific work related communication.

Students or employees who engage in "hacking" are subject to loss of privileges and District discipline, as well as the enforcement of any District policy, state and/or federal laws that may have been violated. Hacking may be described as the unauthorized review, duplication, dissemination, removal, damage, or alteration of files, passwords, computer systems, or programs, or other property of the District, a business, or any other governmental agency obtained through unauthorized means.

To the maximum extent permitted by law, students and employees are not permitted to obtain, download, view or otherwise gain access to "inappropriate matter" which includes materials that may be deemed inappropriate to minors, unlawful, abusive, obscene, pornographic, descriptive of destructive devices, or otherwise objectionable under current District policy or legal definitions. Similarly, the use of any District computer to access sites which allow the user to conceal their objective of accessing inappropriate material is not permitted.

The District and school administration reserve the right to remove files, limit or deny access, and refer staff or students violating the Board policy to appropriate authorities or for other disciplinary action.

### **Internet Access**

In compliance with the Children's Internet Protection Act ("CIPA"), 47 U.S.C. § 254, the District uses technological devices designed to filter and block the use of any District computer with Internet access to retrieve or transmit any visual depictions that are obscene, child pornography, or "harmful to minors" as defined by CIPA and material which is otherwise inappropriate for District students. Due to the dynamic nature of the Internet, sometimes Internet websites and web material that do not fall into these categories are blocked by the filter. In the event that a District student or employee feels that a website or web content has been improperly blocked by the District's filter and this website or web content is appropriate for access by District students, the process described below should be followed:

1. Follow the process prompted by the District's filtering software (or to remain anonymous, log in under log in name: 123anonymous) and submit an electronic request for access to a website, or:
2. Submit a request, whether anonymous or otherwise, to the District's Superintendent/the Superintendent's designee.
3. Requests for access shall be granted or denied within three days. If a request was submitted anonymously, persons should either attempt to access the website requested after three days or log back in at 123anonymous to see the status of the request.
4. Appeal of the decision to grant or deny access to a website may be made in writing to the Board of Education. Persons who wish to remain anonymous may mail an anonymous request for review to the Board of Education at the School District's Central Office, stating the website that they would like to access and providing any additional detail the person wishes to disclose.
5. In case of an appeal, the Board of Education will review the contested material and make a determination.
6. Material subject to the complaint will not be unblocked pending this review process.

In the event that a District student or employee feels that a website or web content that is available to District students through District Internet access is obscene, child pornography, or "harmful to minors" as defined by CIPA or material which is otherwise inappropriate for District students, the process described set forth in Regulation 6241 should be followed.

### **Internet Safety Training**

In compliance with the Children's Internet Protection Act, each year all District students will receive Internet safety training which will educate students about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms, and cyberbullying awareness and response. Such training will include Internet, cell phones, text messages, chat rooms, email, and instant messaging programs.

### **Privileges**

The use of District technology and electronic resources is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. All staff members and students who receive a password/account code will participate in an orientation or training course regarding proper behavior and use of the network. The password/account code may be suspended or closed upon the finding of user misuse of the technology system or its resources.

### **Network Etiquette and Privacy**

Students and employees are expected to abide by the generally accepted rules of electronic network etiquette. These include, but are not limited to, the following:

1. System users are expected to be polite. They may not send abusive, insulting, harassing, or threatening messages to others.
2. System users are expected to use appropriate language; language that uses vulgarities or obscenities, libels others, or uses other inappropriate references is prohibited.
3. System users may not reveal their personal addresses, their telephone numbers or the addresses or telephone numbers of students, employees, or other individuals during E-mail transmissions.
4. System users may not use the District's electronic network in such a manner that would damage, disrupt, or prohibit the use of the network by other users.
5. System users should assume that all communications and information is public when transmitted via the network and may be viewed by other users. The system administrators may access and read E-mail on a random basis.
6. Use of the District's electronic network for unlawful purposes will not be tolerated and is prohibited.

### **Services**

While the District is providing access to electronic resources, it makes no warranties, whether expressed or implied, for these services. The District may not be held responsible for any damages including loss of data as a result of delays, non-delivery or service interruptions caused by the information system or the user's errors or omissions. The use or distribution of any information that is obtained through the information system is at the user's own risk. The District specifically denies any responsibility for the accuracy of information obtained through Internet services.

### **Security**

The Board recognizes that security on the District's electronic network is an extremely high priority. Security poses challenges for collective and individual users. Any intrusion into secure areas by those not permitted such privileges creates a risk for all users of the information system. The account codes/passwords provided to each user are intended for the exclusive use of that person. Any problems, which arise from the user sharing his/her account code/password, are the responsibility of the account holder. Any misuse may result in the suspension or revocation of account privileges. The use of an account by someone other than the registered holder will be grounds for loss of access privileges to the information system. Users are required to report immediately any abnormality in the system as soon as they observe it. Abnormalities should be reported to the classroom teacher or system administrator.

The District shall use filtering, blocking or other technology to protect students and staff from accessing internet sites that contain visual depictions that are obscene, child pornography or harmful to minors. The District shall comply with the applicable provisions of the Children's Internet Protection Act (CIPA), and the Neighborhood Internet Protection Act (NCIPA).

### **Supervision and Monitoring**

It shall be the responsibility of all District employees 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 the Director of Technology or designated representatives.

### **Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the District's 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.

### **Vandalism of the Electronic Network or Technology System**

Vandalism is defined as any malicious attempt to alter, harm, or destroy equipment or data of another user, the District information service, or the other networks that are connected to the Internet. This includes, but is not limited to the uploading or the creation of computer viruses, the alteration of data, or the theft of restricted information. Any vandalism of the District electronic network or technology system will result in the immediate loss of computer service, disciplinary action and, if appropriate, referral to law enforcement officials.

### **Consequences**

The consequences for violating the District's Acceptable Use Policy include, but are not limited to, one or more of the following:

1. Suspension of District Network privileges;
2. Revocation of Network privileges;
3. Suspension of Internet access;
4. Revocation of Internet access;
5. Suspension of computer access;
6. Revocation of computer access;
7. School suspension;
8. Expulsion; or
9. Employee disciplinary action up to and including dismissal.

### **INTERVIEWS, INTERROGATIONS AND REMOVAL FROM SCHOOL – see Policy 2160**

#### **Interview or Interrogation**

The School District has legal jurisdiction over students during the school day and hours of approved extracurricular activities. The school administration is responsible for making an effort to protect each student's rights with respect to interrogations by law enforcement officials. When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school principal or designee will be present and the interview will be conducted in private.

The principal will verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school. The principal ordinarily will make reasonable efforts to notify the student's parents/guardians.

#### **Removal of Students from School**

Before a student at school is arrested or taken into custody by law enforcement or other legally authorized persons, the principal will verify the official's authority to take custody of the student. The school principal will attempt to notify the student's parent/guardian that the student is being removed from school.

### **LICE – see Regulation 2830**

In keeping with the Carthage R-9 School District's philosophy of avoiding the unnecessary exclusion of students from school, the district will not exclude otherwise healthy students from school due to non-viable nit infestations (nits greater than ¼" from the scalp). Students with active infestations (live lice or nits found within ¼" of the scalp) will be excluded from school only to the minimum extent necessary for treatment. It will be the responsibility of the school nurse or designated trained personnel to recommend a student's removal from school, if warranted.

Effective head lice control is based on a high standard of education, prevention and accountability for parents, students and staff. The school nurse will provide education programs regarding the diagnosis, treatment and prevention of head lice for staff, students and parents. Routine head checks for non-symptomatic students are not recommended and, therefore, routine school-wide or classroom head lice screenings will not be performed.

When a member of the school staff suspects a student may have head lice, the student will be referred to the school nurse or trained designated personnel. If the student is clear, no action is needed.

#### **Non-Viable Nits Only:**

1. Student may remain in school.
2. Notify parents and provide education on treatment and prevention.
3. Encourage parents to remove all nits and to do regular checks of their children's hair and start immediate treatment if head lice are detected.
4. Advise against treating students who are not infested.
5. Recheck in one week.

#### **Live Lice/Viable Nits:**

1. Contact parent/guardian.
2. Student will remain in health room until parent arrives.

3. Student may ride the bus home if cannot reach a parent/guardian.
4. Notify other schools to do head checks on siblings and any other student(s) who resides with the student.
5. Provide information on treatment and prevention.
6. To be admitted to school a student must be accompanied by a parent/guardian/relative, and must be checked by the school nurse or designated trained personnel.
7. Non-viable nits – may return to school.
8. Live lice – exclude from school.
9. Students will be considered truant if more than 3 consecutive days are missed due to head lice.

### **MEDIA CENTER POLICY**

Students will visit the media center on a weekly basis for library skills instruction, literature appreciation, and selection privileges. After instruction on book care, students will begin checking out books for one week. Books may be renewed. Each school will establish their own specific circulation policy.

We encourage students to have clean hands when looking at a book, turn pages carefully, and use bookmarks. It is important that our students know how to protect their books from the weather, siblings, pets, etc., avoid marking in or cutting books, and conduct proper eating and drinking habits while reading their books. Continual parental support and encouragement will create responsible library patrons.

If books are lost or damaged, the student is responsible and will be charged a replacement cost, which averages \$17.00. Parents are asked to inform the media specialist as soon as possible if their child will be transferring to a new school in the district or out of state. Fines are not charged for overdue books.

### **MIGRANT STUDENTS – see Policy 2270**

The Board of Education is committed to the identification, needs assessment and enrollment of migrant students living within the District. The Title I.A Director is designated as the District’s coordinator of programs for homeless students and the Assistant Superintendent for Instruction has been designated as the District’s coordinator of programs for migrant students.

### **MO HEALTHNET FOR KIDS CHILDREN’S HEALTH INSURANCE PROGRAM**

The Federal Children’s Health Insurance Program (CHIP), part of the MO HealthNet for Kids program, is a health insurance program for uninsured children of low-income families who do not have access to affordable health insurance. In order to qualify for this benefit program, you must be a resident of Missouri, under 19 years of age or be a primary caregiver with a child under the age of 19, not covered by health insurance (including Medicaid), and a U.S. national, citizen, legal alien, or permanent resident. Please visit <http://www.dss.mo.gov/mhk/appl.htm> to apply.

### **NON-SANCTIONED GROUPS – see Policy 2653, Regulation 2653**

The Board of Education prohibits membership in secret fraternities or sororities, or in other clubs or gangs not sponsored by established agencies or organizations recognized by the School District.

The Board of Education feels that the presence of gangs and gang activities can cause a substantial disruption of or material interference with school and school activities. A "gang" as defined in this policy is any group of two or more persons whose purposes include the commission of illegal acts. By this policy, the Board of Education acts to prohibit existence of gangs and gang activities as follows:

No student on or about school property or at any school activity:

1. Shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other things which are evidence of membership or affiliation in any gang.
2. Shall commit any act or omission or use any speech either verbal or non-verbal (gestures, handshakes, etc.) showing membership or affiliation in a gang.
3. Shall use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity, including but not limited to:
  - a. Soliciting others for membership in any gangs.
  - b. Requesting any person to pay protection or otherwise intimidating or threatening any person.
  - c. Committing any other illegal act or other violation of school District policies.
  - d. Inciting other students to act with physical violence upon any other person.

### **NOTICE OF NONDISCRIMINATION – see Policy 2125**

Alleged acts of unfairness or any decision made by school personnel, except as otherwise provided for under student suspension and expulsion, which students and/or parents/guardians believe to be unjust or in violation of pertinent policies of the Board or individual school rules, may be appealed to the school principal or a designated representative.

The following guidelines are established for the presentation of student complaints and grievances:

1. The principals shall schedule a conference with the student and any staff members involved to attempt to resolve the problem. Parents/guardians may be involved in the conference, or a later conference for parents/guardians may be scheduled at the discretion of the principal.
2. If the problem is not resolved to the satisfaction of the student and/or parents/guardians, a request may be submitted for a conference with the Superintendent. The Superintendent shall arrange a conference to consider the problem and to inform participants of the action that will be taken.
3. If the student and/or parents/guardians are not satisfied with the action of the Superintendent, they may submit a written request to appear before the Board. Unless required by law, a hearing will be at the discretion of the Board. The decision of the Board shall be final.

All persons are assured that they may utilize this procedure without reprisal.

### **PARTIES/SNACKS**

All food served at birthday parties, class parties, or to be shared during snack time shall be prepackaged or prepared and individually wrapped by a licensed outside vendor. Personal party invitations need to be given to all students in the class or all boys or all girls.

### **PERSONAL BELONGINGS**

Do not allow students to bring items to school that are not part of the educational program unless specifically asked for by the teachers. **No toys, collectibles, games, radios, balls, roller blades, wheelies (shoes with wheels on the soles), cleats, or CD players/iPods are to be brought.** Parents are urged to put names on items such as coats, sweaters, and lunch boxes. Parents or students may **check in the office for lost items**. If lost items are not picked up, they will be sent to a local charity.

**CELL PHONES** and other telecommunication devices will be allowed with the expectation of the phone or device being turned off during school hours. Cell phones and other telecommunication devices that are turned on during school hours will be considered a classroom disruption. Cell phones and other telecommunication devices cannot be used during school hours unless authorized by an administrator due to an extenuating circumstance or as a privilege during non-instructional time. Any student found using a cell phone in violation of this policy will be disciplined according to the handbook discipline code. The device will be confiscated and returned to the parent/guardian. Phone calls during school hours are to be made through the office after receiving approval.

### **PROMOTIONS AND RETENTIONS – see Policy 2520, Regulation 2520**

The purpose of promotion and retention is to provide maximum consideration for the long-range welfare of the student and to provide an opportunity for each student to progress through school according to his/her own needs and abilities.

It is expected that most students in the schools will be promoted annually from one grade level to another upon completion of satisfactory work; however, a student may be retained when his/her standards of achievement or social, emotional, mental, or physical development would not allow satisfactory progress in the next higher grade. Retention normally occurs before the student leaves the primary grades.

Parents/guardians who wish to appeal the decision for retention must first contact the building principal. If parents/guardians do not accept the decision at the building level, an appeal may be made in writing to the Superintendent. All appeals must be requested within two (2) weeks after the close of school.

The district may require remediation as a condition of promotion to the next grade level for any student identified by the district as failing to master skills and competencies established for that particular grade level. Such remediation may include, but shall not necessarily be limited to, a mandatory summer school program focused on the areas of deficiency or other such activities conducted by the school district outside of the regular school day.

The process for reading assessments and remediation, and retention guidelines for students who fail to meet the District's objectives for reading, are contained in Regulation 2520 – Promotion, Retention and Acceleration.

The Board recognizes that all students learn and progress at different rates and the time it takes to reach academic standards varies among students. The Board believes students should be challenged and supported to reach their full potential and the practice of educational acceleration is used to match appropriate learning opportunities with student abilities. Participation in a school's gifted program is **not** a prerequisite for consideration of acceleration as an educational intervention. The (District) Board of Education believes that such students often require access to advanced curriculum in order to realize their potential contribution to themselves and society. For many advanced learners, this can best be achieved by affording them access to curriculum, learning environments, and instructional interventions more commonly provided to older peers. Regulation 2520 describes the process that shall be used for evaluating students for possible accelerated placement and identifying students who should be granted content-based or grade-based acceleration.

### **Reading levels and state-mandated intervention and retention**

#### **Third Grade Students**

The reading level of all third grade students will be determined within forty-five (45) days of the end of the school year. If the student is reading more than one year below grade level, the District will design and implement a reading improvement plan for the student's fourth grade year. The reading improvement plan must include a minimum of thirty (30) hours of additional reading instruction or practice outside the regular school day during the fourth grade year. In addition, the District may require the student to attend summer school for reading instruction as a condition of promotion to the fourth grade.

#### **Exceptions**

The following students are exempt from the reading assessments for purposes of promotion and retention:

1. Students receiving special education services under an Individualized Education Program (IEP) pursuant to §162.670, RSMo.
2. Students who are receiving special education services pursuant to Section 504 whose service plan includes an element addressing reading.
3. Students who have limited English proficiency.
4. Students who have insufficient cognitive ability to meet the reading requirements. However, a reading improvement plan shall be provided for these students in accordance with law.

### **PROTECTION OF STUDENT RIGHTS – see Policy 1610**

All instructional materials, including teachers' manuals, films, tapes or other supplementary material which will be used in connection with any survey, analysis or evaluation shall be available for inspection by parents/guardians of the students. This requirement also applies to the collection, disclosure or use of student information for marketing surveys.

No student shall be required to submit to a survey, analysis, or evaluation as part of a school program or marketing survey that requires students to reveal personal information concerning:

1. Political affiliations of the student or student's family;
2. Mental and psychological problems of the student or his/her family;
3. Sexual behavior and attitudes;
4. Illegal, antisocial or self-incriminating behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Religious practices and affiliations;
7. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers; or
8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.

The District will give parents notice of their right to inspect surveys and instructional materials used in educating their children, and of the right to opt their child out of participating in activities that concern any of the above eight areas.

**PUBLIC ACCESS TO DOCUMENTS – SEE POLICY 1450**

In order to facilitate public access to the District’s public records, the Board hereby authorizes the Superintendent to designate a custodian of records. The custodian will be responsible for maintaining the District’s public records as well as for assuring access to the District’s public records. The identity, business address, and office telephone number of the custodian of records will be published annually and will be available at the District’s administrative office. The procedures for implementing public access provided in this policy are set forth in Regulation 1450.

Custodian of Records  
709 W Centennial  
Carthage, MO. 64836  
417-359-7000

**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, highly mobile children, such as migrant and homeless children, 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 Carthage R-IX 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, 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 Carthage R-IX 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 Carthage R-IX 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 Carthage R-IX 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 Carthage R-IX School District’s Administrative Offices, 710 Lyon Street, Monday through Friday, 8:00 a.m. – 4:00 p.m.

This notice will be provided in native languages as appropriate.

**RECESS**

If temperature or wind chill factor is below 32° F, students will not have outside recess. If temperature or heat index is near, at, or above 100° F, recess time and/or location may be altered.

**REGULATIONS GOVERNING TRANSPORTATION SERVICES – see Policy 2652**

Authority and control of student groups transported in school buses is vested in the school bus drivers. They are hired members of the district staff and have the same authority and responsibility for the safety and conduct of the pupils on the bus as is vested in the classroom teacher. Parents should inspect and discourage clothing, book bags, backpacks, or any other article worn or carried by students that is loose or contains hanging drawstrings, belts, or straps. These can accidentally become caught in the bus handrail or door while students are exiting the bus and create the possibility of injury to the student by the bus after exiting.

1. The driver is in charge of the students and the bus. Students are expected to obey the driver promptly. Drivers have a tremendous responsibility and must have the cooperation of the students and parents.
2. Students must be on time. The bus cannot wait for students who are tardy.
3. While waiting for the bus, students are to stand a safe distance from the roadway until the bus has arrived. The same rules of behavior apply at bus stops as they do while on the bus or at school.
4. Students must observe and obey directions of the driver during loading and unloading. When necessary to cross a roadway, children must cross at least 10 feet in front of the bus and at the signal of the bus driver.
5. When boarding a bus, students should be seated promptly in their assigned seat. Aisles should always remain clear of bags, instruments, hands, and feet. Moving about by students while the bus is in motion is prohibited without the driver's permission.
6. Bus aisles must be kept clear at all times.
7. Unnecessary conversation with the driver is prohibited.
8. Only authorized students and school personnel are allowed on the bus at any time. All others, including parents, are not allowed on the bus.
9. The driver will not release passengers at places other than the regular bus stop near the home or school unless written authorization is given by parents or school officials.
10. Eating or drinking on the bus is not allowed.
11. Students will be expected to do their share in keeping the bus clean and free of paper, trash, etc. Wastebaskets are provided for each bus.
12. Students must not at any time extend head or arms out of the bus windows, or throw any item out of the bus.
13. Nuisance items such as water guns, rubber bands, paper wads, and other toys are not allowed on the buses.
14. No animals, reptiles, bugs, or pets are allowed on the bus.
15. Students who have been suspended from riding a bus cannot ride any other bus while the suspension is in effect.
16. No fighting will be allowed on the bus or while waiting for the bus. Students are to keep their hands to themselves and respect the rights of others to be left alone.
17. Students will not be allowed to use vulgar or crude language or make any gestures that are obscene or suggestive.
18. Per School Board Policies 1433 and 2620, no weapons of any kind are allowed on school property. A school bus is considered school property. This includes knives, guns, martial arts equipment, or anything else brought on the bus with the intent of creating injury or bodily harm. Throwing any item at another student or the driver is prohibited.
19. Threats, either verbal or implied, are prohibited on the bus or at bus loading zones.
20. Per School Board Policy 2640, use of alcohol, drugs, or tobacco in any form is prohibited either on the bus or at bus stops.
21. Sexual harassment of any kind is strictly prohibited on school buses or loading areas. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature between students or between students and school employees.
22. Any damage to the bus must be paid for by the student responsible for the damage or his/her parents. The district must be reimbursed for any damage by the student responsible or his/her parents.
23. Per School Board Policy 2651 (see "**Dress and Personal Appearance**," page 11), clothing and apparel must meet school expectations and may not interfere with or disrupt the safe, orderly, and normal operation of the school bus.
24. Per School Board Policy 2655, any form of bullying or intimidation by students toward other students or District personnel on any school property will not be tolerated. Bullying can be generally defined as aggressive behavior or intentional "harm doing," without apparent provocation, carried out by an individual or group of individuals repeatedly and over time within interpersonal relationships characterized by an imbalance of power, with the intent to intimidate or inflict physical, emotional, or mental harm. This behavior can be carried out physically (e.g., hitting, kicking, pushing, choking); verbally (e.g., by calling names, threatening, taunting, malicious teasing, spreading nasty rumors); through written or electronic communications (e.g., notes, letters, and cyberbullying); or in other ways, such as making faces or obscene gestures, or intentional exclusion from a group.
25. Students who refuse to conform to the previously mentioned regulations and the Carthage R-9 School District's Student Discipline Code listed in the student handbook will be subject to denial of transportation.

**REPORTING STUDENT ABUSE – see Policy 2710, Regulation 2710**

The Board of Education believes that school staff members are in a unique position to assist children, families, and the community in dealing with the issue of child abuse and neglect. In addition, school employees are required by law to report instances of suspected child abuse when the employee has reasonable cause to suspect that a child has been or is likely to be abused or neglected. Employees failing to follow the directives of this policy or state or federal

law will be subject to discipline including, but not limited to, termination, and may be subject to criminal prosecution. Child abuse is defined as any physical injury, sexual abuse, or emotional abuse inflicted on a child other than by accidental means. Neglect is defined as the failure to provide the proper or necessary support, education, nutrition, or medical, surgical, or other care necessary for the child's wellbeing.

Any school official or employee acting in his or her official capacity who knows or has reasonable cause to suspect that a child has been subjected to abuse or neglect, or who observes the child being subjected to conditions or circumstances that would reasonably result in abuse or neglect, including any report of excessive absences that may indicate educational neglect, will immediately make a report to the school principal or designee. The school principal or designee will then become responsible for making a report via the Child Abuse and Neglect Hotline to the Children's Division, as required by law. This policy does not preclude any employee from directly reporting abuse or neglect to the Children's Division; however, the school official or employee must notify the school principal or designee immediately after making a report.

If a student reports alleged sexual misconduct on the part of a teacher, or any other school employee, to a school employee, such employee and the Superintendent shall forward the information within twenty-four hours of receiving it to the Children's Division. The District will investigate the allegation for the purpose of making decisions about the accused person's employment. However, if the report of alleged sexual abuse is received from someone other than a student, a report will be made to the Children's Division if the District has reason to believe that a child has been or is likely to have been abused or neglected. If the District receives a report of child abuse against a school employee involving a spanking or the use of reasonable force to protect persons or property, the Superintendent or the School Board President must send a notice to county law enforcement officials. Such notice will be given in addition to notice to Children's Division. The investigation into such child abuse allegation will be conducted by a law enforcement official in the county. Any school district employee, acting in good faith, who reports alleged sexual misconduct on the part of a school employee will not be disciplined or discriminated against because of such reporting.

The District will annually provide employee training, which will include but not be limited to current information concerning identification of the signs of sexual abuse in children as well as the identification of the danger signals of potentially abusive relationships between children and adults. This training will emphasize the importance of mandatory child abuse reporting, including the obligation to report suspected abuse by other mandated reporters. Employees will receive training on the need for and methods to create an atmosphere of trust so that students believe school employees are available to discuss matters concerning abusive behavior.

The District will post in each student restroom and in a clearly visible location in each school office, the toll-free child abuse and neglect hotline number established by the Children's Division. These signs will be published in both English and Spanish. Such child abuse and neglect hotline numbers shall be depicted in large print on posters 11 inches by 17 inches and will be placed at eye level for easy viewing. The hotline number will be shown in bold print. The signs shall also contain instructions to call 911 for emergencies and contain directions for accessing the Children's Division's website for more information on reporting abuse and neglect.

### **REPORTING OF VIOLENT BEHAVIOR – see Policy 2673, Regulation 2673**

The District requires school administrators to report acts of school violence to teachers and other District employees who are directly responsible for the student's education or who interact with the student in the performance of the employee's duties. School administrators will also disclose to appropriate staff members portions of any student's individualized educational program that is related to past or potentially future violent behavior. "Violent behavior" and the phrase "acts of school violence" are defined as the use of physical force by a student with the intent to do serious physical injury to another person while on school property, including a school bus, or while involved in school activities.

In addition, the Superintendent of Schools or designee will report to law enforcement officials, as soon as is reasonably practicable, the commission of any of the acts or related juvenile offenses listed in Regulation 2673, which are committed on school property, including school buses, or while involved in school activities.

### **SCHOOL LIBRARIES – see Regulation 6310**

District library guidelines are based on the American Library Association Library Bill of Rights. School District media personnel are concerned with generating understanding of American freedoms through the development of informed and responsible citizens. To this end the American Association of School Librarians asserts that the responsibility of the school library media center is:

1. To provide a comprehensive collection of instructional materials selected in compliance with basic written selection principles, and to provide maximum accessibility to these materials.
2. To provide materials that will support the curriculum, taking into consideration the individual's needs, and the varied interests, abilities, socio-economic backgrounds, and maturity levels of the students served.
3. To provide materials for teachers and students that will encourage growth in knowledge, and that will develop literary, cultural and aesthetic appreciation, and ethical standards.
4. To provide materials which reflect the ideals and beliefs of religious, social, political, historical, and ethnic groups and their contribution to American and world heritage and culture, thereby enabling students to develop an intellectual integrity in forming judgments.
5. To provide a written statement, approved by the local Board of Education, of the procedures for meeting the challenge of censorship of materials in school library media centers.
6. To provide qualified professional personnel to serve teachers and students.

Curriculum needs are considered first and foremost in selection of library materials and equipment. Students or parents/guardians who find materials in the library objectionable in any manner may make a formal complaint by obtaining from the building principal's office Form 6241 – Request for Reconsideration of Materials. This written complaint will be considered by the review committee in weighing the educational value of the challenged material against the segment found objectionable to the complainant.

### **SEARCHES BY SCHOOL PERSONNEL – see Policy 2150, Form 2150**

School lockers and desks are the property of the Board of Education and are provided for the convenience of students, and as such, are subject to periodic inspection without notice, without student consent, and without a search warrant. The lockers and desks may be searched by school administrators or staff who have a reasonable suspicion that the lockers or desks contain drugs, alcohol, material of a disruptive nature, stolen properties, weapons, items posing a danger to the health or safety of students and school employees, or evidence of a violation of school policy. In addition, the Board of Education authorizes the use of trained dogs to sniff lockers or other school property to assist in the detection of the presence of drugs, explosives, and other contraband.

Students or student property may be searched based on reasonable suspicion of a violation of District rules, policy, or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided, or reasonable inference drawn from such facts or information. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses, if such witnesses are available. Students may be asked to empty pockets, remove jackets, coats, shoes and other articles of exterior clothing for examination if reasonable under the circumstances.

Law enforcement officials shall be contacted if the search produces a controlled substance, drug paraphernalia, weapons, stolen goods or evidence of a crime, in any case involving a violation of law when a student refuses to allow a search, or where the search cannot safely be conducted. Parents may also be contacted. School officials may appropriately discipline a student who refuses to submit to a search.

### **SERVICE ANIMALS IN SCHOOLS – see Policy 6145**

The District recognizes that service animals may be used to provide assistance to qualified individuals with disabilities. This policy governs the presence of service animals in the District's buildings, on school property (including school buses), and at school activities. The Board of Education adopts this policy to ensure that individuals with disabilities are permitted to participate in and benefit from District programs, activities and services, and to ensure that the District does not discriminate on the basis of disability.

Qualified students and/or adults with disabilities may be accompanied by a "service animal" on school property, in school buildings, and at school functions when required by law and subject to the conditions of this policy.

#### **Service Animals**

Under federal law, a "service animal" means "any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability." Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition (See, however, provisions on miniature horses below). The work or tasks performed by a service animal must be directly related to the handler's disability. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

Under Missouri law, the term "service dog" is defined as "any dog specifically trained to assist a person with a physical disability by performing necessary physical tasks which the person cannot perform. Such tasks shall include, but not be limited to, pulling a wheelchair, retrieving items, and carrying supplies.

The District will permit the use of a miniature horse as a service animal if the miniature horse has been individually trained to do work or perform tasks for the benefit of an individual with a disability.

In determining whether to permit the use of a miniature horse as a service animal, the District will consider: (1) the type, size and weight of the miniature horse and whether the facility can accommodate these features; (2) whether the handler has sufficient control of the miniature horse; (3) whether the miniature horse is housebroken; and (4) whether the miniature horse's presence compromises legitimate safety requirements that are necessary for the safe operation of the facility. All additional requirements outlined in this policy which apply to service animals shall apply to miniature horses.

If an individual with a disability requests to use a service animal in a District building, on District property, in a District vehicle or at a District function, the District will not ask about the nature or extent of the person's disability. However, the District may make the following inquiries to determine whether an animal qualifies as a service animal: (1) whether the animal is required because of a disability; and (2) what work or task the animal has been trained to perform. The District may not make these inquiries when it is readily apparent that an animal is trained to work or perform tasks for an individual with a disability.

The District will not require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal.

#### **STATEWIDE ASSESSMENTS – see Policy 6440**

All students will participate in statewide assessments or alternate assessments as determined by a student's IEP team. The Administration will annually develop an assessment schedule for the current school year. The testing schedule will list the assessment instrument to be administered and the grade level of students that will be administered each test or assessment instrument. This policy and the assessment schedule will be given to each student as well as their parent/guardian at the beginning of each school year. In addition, a copy of this policy and the assessment schedule will be available to the public in the District office during normal business hours.

#### **STUDENT ALLERGY PREVENTION AND RESPONSE – see Policy 2875, Regulation 2875**

Students with allergies that rise to the level of a disability as defined by law will be accommodated in accordance with District policies and procedures pertaining to the identification and accommodation of students with disabilities. An Individualized Health Plan (IHP), including an Emergency Action Plan (EAP), may be developed for students with allergies that do not rise to the level of a disability. All staff members are required to follow any 504 Plan or IHP/EAP developed for a student by the District.

Staff members shall not use air fresheners, oils, candles, incense or other such items intended to add fragrance in any District facilities. Staff members are prohibited from using cleaning materials, disinfectants, pesticides, or other chemicals besides those provided by the District.

The District will not serve any processed foods, including foods sold in vending machines, which are not labeled with a complete list of ingredients. The food service director will create an ingredient list for all foods provided by the District as part of the District's nutrition program, including food provided during the school day and in before- and after-school programs. This list will be available upon request. Prepackaged items used in concessions, fundraisers, and classroom activities must include a list of ingredients on the package. If the package does not contain a list of ingredients, the list must be available at the location where the package is sold or provided.

No food preparation or consumption will take place in any instructional area unless the instructor has permission from the building administrator.

Response to an allergic reaction shall be in accordance with established procedures, including application of the student's 504 Plan or IHP/EAP, where applicable. Parents of students with life-threatening allergies should supply the school with epinephrine premeasured auto-injection devices to be administered in accordance with Board policy.

Pursuant to Board policy, students may carry medication for the treatment of allergies. The District keeps emergency epinephrine premeasured auto-injection devices for general emergency use in the health offices of all R-9 buildings.

### **STUDENT INSURANCE**

The Carthage R-9 School District cannot assume financial responsibility for injury of students. To assist parents in managing this risk, we make Student Accident insurance available annually, which parents may purchase. Enrollment forms will be sent home the first week of school.

### **STUDENT SAFETY – see Policy 2740, Regulation 2740**

The District places a high priority on the safety of its students and employees. When a student or employee is the victim of a violent criminal offense, severe disciplinary consequences will be imposed (see also Regulation 2610 – Behavioral Expectations). In addition and pursuant to the Every Child Succeeds Act of 2015, student victims of a violent criminal offense that was committed on school premises will be offered transfer to another District school. To insure awareness of this policy, the parents of student victims will be notified in writing of their right to a school transfer. For purposes of this policy, a *victim* is a student who has suffered personal injury or injuries to his or her property or as a direct result of a violent criminal offense. This definition does not include bystanders or witnesses to the act unless they suffered personal or property injury as a direct result of a violent criminal offense while on school premises.

The District will notify the Department of Elementary and Secondary Education (DESE) of all violent criminal offenses committed on school premises when the victim is a student or employee. Reportable offenses are set out in Regulation 2740.

### **STUDENT SUICIDE AWARENESS – see Policy 2785, Regulation 2785**

The District will address suicide awareness and prevention through the following policy components:

1. Crisis response team
2. Crisis response procedures
3. Procedures for parent involvement
4. Community resources available to students, parents, patrons, and employees
5. Responding to suicidal behavior or death by suicide in the school community
6. Suicide prevention and response protocol education for staff
7. Suicide prevention education for students
8. Publication of policy

#### **Crisis Response Team**

The District will include suicide awareness and prevention in already established District or building crisis response teams or will establish such team(s) if not already in existence. Crisis response team members will include administrators, counselors, and the school nurse, and may also include school social workers, school resource officers, teachers, and/or community resources as appropriate. The crisis response team will be responsible for implementation of crisis response procedures. The District will adopt an evidence based/informed tool for assessing suicide risk. The crisis response team, the building administrator or his/her designee will receive training and coaching in using this tool to collect and document student suicidal behaviors and safety planning strategies.

#### **Crisis Response Procedures**

Student suicidal behaviors are not confidential and may be revealed to the student's parents, guardians, school personnel, or other appropriate authority when the health, welfare, or safety of the student is at risk. Any school employee who has a reasonable belief that a student may be at risk for suicide or witnesses any attempt towards self-injury will notify a member of the crisis response team, the building administrator, or his/her designee.

### **Procedures for Parent Involvement**

A member of the crisis response team, the building administrator, or his/her designee shall reach out to the parents/guardians of a student identified as being at risk of suicide to consult with them about the risk assessment of their student, to make them aware of community resources, and to discuss how to best support the student's mental well-being and safety. If the parent refuses to cooperate or if there is any doubt regarding the student's safety, local mental service providers and/or law enforcement may need to be engaged, and a report may need to be made to the Child Abuse and Neglect hotline.

### **School and Community Resources**

A student exhibiting suicidal behavior will be directed to meet with the building designee, their parent/guardian and counselor to discuss support and safety systems, available resources, coping skills, and a safety plan as necessary. The District will, in collaboration with local organizations and the Missouri Department of Mental Health, identify local, state, and national resources and organizations that can provide information or support to students and families.

### **Responding to Suicidal Behavior or Death by Suicide in the School Community**

When the school community is impacted by suicidal behavior or a death by suicide, the District will confer with their crisis response teams and, when appropriate, confer with local community resources and professionals to identify and make available supports that may help the school community understand and process the behavior and/or death. The crisis response team, the building administrator or his/her designee will determine appropriate procedures for informing the school community of a death by suicide and the supports that will be offered. Staff and students who need immediate attention following a death by suicide will be provided support and resources as determined necessary.

### **Suicide Prevention and Response Protocol Education for Staff**

All District employees will receive information annually regarding this policy and the District's protocol for suicide awareness, prevention, and response. The importance of suicide prevention, recognition of suicide protective and risk factors, strategies to strengthen school connectedness and building specific response procedures will be highlighted. All District staff will participate in professional development regarding suicide awareness and prevention.

### **Suicide Prevention Education for Students**

Students will receive age appropriate information and instruction suicide awareness and prevention. Information and instruction may be offered in health education, by the counseling staff, or in other curricula as may be appropriate. Student education may include the following:

1. Information about mental health, well-being, and suicide prevention and awareness;
2. Promotion of a climate that encourages peer referral and which emphasizes school connectedness;
3. Recognition of the signs that they or peers are at risk for suicide;
4. Identification of issues that may lead to suicide including depression, anxiety, anger, and drug/alcohol dependency;
5. Directive to not make promises of confidence when they are concerned about peer suicide;
6. Identification of a trusted adult on campus with whom students can discuss concerns about suicide.

### **Publication of Policy**

The District will notify employees, students, and parents of this policy by posting the policy and related procedures and documents on the district's website and discussing this policy during employee training as detailed herein.

## **STUDENT TELEPHONE USAGE**

The office telephone is a business phone and is not to be used by students EXCEPT in an emergency. Please help your child get items needed for school each day ready the night before, in an effort to eliminate the number of calls students make because of forgotten homework, lunches, lunch money, gym shoes, permission slips, band instruments, etc.

## **STUDENT USE AND CARE OF SCHOOL PROPERTY – see Policy 2654**

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

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

### **STUDENT USE OF TOBACCO, ALCOHOL AND DRUGS – see Policy 2640**

#### **Smoking**

The Board of Education believes that smoking and the use of any tobacco products; vapor products and substances appearing to be tobacco products are detrimental to the health and well-being of staff and students. Therefore the Board prohibits the use, sale, transfer, and possession of tobacco products, vapor products, and substances appearing to be tobacco products or vapor products, i.e. e-cigarettes, at school and at school activities.

#### **Alcohol and Drug Use**

The improper use of controlled substances, alcohol and substances represented to be such is wrong, harmful and detrimental to the health and welfare of students and is detrimental to discipline in school. Such conduct as well as the possession of drug paraphernalia is prohibited and is subject to disciplinary action as set forth in Regulation 2610.

Pursuant to 29 U.S.C. 705(20)(c)(iv), a student with a 504/ADA disability who is currently engaging in the illegal use of alcohol or drugs is not considered a student with a disability under those laws and the District may take disciplinary action - to the same extent that disciplinary action is taken against nondisabled students - in relation to that use of alcohol or drugs. In such cases, the due process procedures contained in the Section 504 regulations will not apply to protect those students. This provision does not apply to students who are identified as disabled under the Individuals with Disabilities Act. However, school personnel may remove an IDEA disabled student to an interim alternative educational setting for not more than 45 school days without regard to whether that student's behavior is a manifestation of his/her disability where that student knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance while at school, on school premises, or at a school function under the District's jurisdiction. "Illegal drug," as it pertains to the discipline of IDEA students, means a controlled substance but does not include a controlled substance that is legally possessed or used under the supervision of a licensed healthcare professional or under any other authority.

The determination of whether or not a student is under the influence of alcohol or a controlled substance is based upon a variety of information including, but not limited to, physical appearances, speech patterns, and witnesses' statements. While not required, District administrators may request a student suspected of alcohol use to submit to a Breathalyzer. Conduct that includes possession of or use of alcohol or controlled substances as well as the possession of drug paraphernalia is prohibited and is subject to disciplinary action as set forth in Regulation 2610.

#### **CBD Products**

Due to the lack of consistency in labeling related to the potency of many CBD and similar products; due to the lack of research into the long-term effects of these products; and due to the overriding concern for the health and safety of District students, CBD and similar products are prohibited on school premises and at school-related activities. Penalties for violations of this policy will be consistent with the penalties for alcohol and drug possession.

### **STUDENT WELFARE – See Policy 2750, Regulation 2750**

The District is committed to the optimal development of every student. The District believes that for students to have the opportunity to achieve personal, academic, developmental, and social success, there needs to exist a positive, safe, and health-promoting learning environment at every level, in every setting, throughout the school year.

The District promotes healthy schools by supporting wellness, good nutrition, and regular physical activity as part of the total learning environment. The District supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. Schools contribute to the basic health status of children by facilitating learning through the support and promotion of good nutrition and physical activity. Improved health optimizes student performance potential.

**STUDENTS WITH DISABILITIES – See Policies 2110 and 6140, Regulations 2110 and 6250**

It is the policy of the Board of Education to provide a free and appropriate education for students with disabilities. Students with disabilities are those who, because of certain atypical characteristics, have been identified by professionally qualified personnel as requiring special educational planning and services. Students with disabilities will be identified on the basis of physical, health, sensory, and/or emotional handicaps, behavioral problems or observable exceptionalities in mental ability. It is possible that a student may have more than one type of disability. The District's programs and services available to meet the needs of these students will be in accordance with The Individuals with Disabilities Education Act, The Education for All Handicapped Students Act of 1975, The Rehabilitation Act of 1973, Section 504, and 162.670 - .995 RSMo., Missouri Special Education Services. In addition, the identification of students with disabilities and the services provided by the District will be in accordance with the regulations and guidelines of the Missouri Department of Elementary and Secondary Education's Current Plan for Part B of The Education of the Handicapped Act, as amended. (See Policy and Regulation 6250 - Instruction for Students with Disabilities.)

The District does not utilize a separate curriculum for students with disabilities. It is the policy of the District to implement a program of regular and special education based on the individualized needs of each disabled student.

The District will provide special education and/or related services to students with disabilities in accordance with applicable law, including the IDEA, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act.

For students identified as disabled under the Individuals with Disabilities Act (IDEA), each student's IEP team will develop an IEP that will address how that student's disability affects that student's involvement and progress in the general curriculum. Each student's IEP team also will create an IEP that includes a statement of the special education, related services, and supplementary aides and services that will enable the student to be involved in and make progress in the general education curriculum. As provided in a student's IEP, students will receive instruction in Braille or the use of Braille. However, the student's IEP team will determine, after an examination of a student's reading and writing skills, needs and appropriate reading and writing media, including an evaluation of the student's future needs for instruction, if the use of Braille is appropriate.

**SUSPENSION: IN-SCHOOL (I.S.S.)**

Students will be removed from the regular school setting. I.S.S. will be held during the regular school day on an as-needed basis. On the day of the I.S.S. assignment, student may enter the building at 7:30 a.m. only to go to the cafeteria for breakfast. Students then may go to their lockers and directly to the I.S.S. room. They are not allowed to go to any other portion of the building. They will remain in I.S.S. for the entire day. Assignments from their regular classes will be available. Assignments are due upon return to classes. Work may be taken home except for tests or other materials indicated by teachers not to be done at home. Students must remain busy working during the day. If work is completed, students will read for the remainder of their time in I.S.S. Students assigned to I.S.S. must bring their own lunch or purchase hot lunch in their lunch account. Students assigned I.S.S. will not be eligible to attend or participate in any school functions until the assignment is completed. Students who refuse to do class work can be given an additional day of I.S.S. or suspended from school.

**SUSPENSION: OUT OF SCHOOL – see Policy 2662, Regulation 2662**

Students are expected to conduct themselves in accordance with Board Policy 2600 – Behavioral Expectations. Failure to do so may result in a student's suspension or expulsion from school. Building principals are authorized to suspend students for periods of time not to exceed ten (10) consecutive school days for violation of District regulations, and are authorized to impose additional suspensions of not more than 10 consecutive school days in the same school year for separate acts of misconduct. Building principals may also recommend extensions of suspension for periods of time up to 180 consecutive school days by the Superintendent. The Superintendent of Schools may suspend students for periods up to 180 consecutive school days and recommend longer suspensions and expulsions to the Board of Education. Only the Board may impose suspensions in excess of 180 consecutive school days. Any suspension shall be reported immediately, in writing, to the student and the student's parent/guardian or others having custodial care of the student. A copy will be forwarded to the Superintendent. The Superintendent may revoke or reduce the suspension if the Superintendent concludes that circumstances warrant such action.

When a student is suspended, the principal/designee shall attempt to reach the student's parent/guardian to inform them of the school's action and to request that they pick up their child. If the parent/guardian is unable to pick up their child, the principal/designee may ask the parent/guardian for permission to send the student home. If the parent/guardian cannot be reached or if the above request is refused, the student must remain on school property until the close of the school day.

No student shall be suspended by a principal or by the Superintendent unless:

1. The student shall be informed, orally or in writing, of the charge against him/her, and
2. If the student denies the charge, he/she shall be given an oral or written explanation of the facts which form the basis of the proposed suspension, and
3. The student shall be given an opportunity to present his/her version of the incident to the principal or Superintendent.

A student who is on suspension may not be within 1,000 feet of any school unless he/she lives within 1,000 feet of the school; is under the direct supervision of his/her parent, legal guardian, or custodian, or another adult designated by his/her parent, legal guardian, or custodian, and has obtained approval in advance, in writing, from the principal of the school which suspended him/her; or has been requested by the administration to attend a meeting at the school. This restriction does not apply to suspended students enrolled and attending an alternative school which is within 1,000 feet of a district school.

### **TARDIES**

Parents have a legal and moral responsibility to require their child's regular attendance at school. Attendance is defined as not being tardy, not being absent, and not leaving early.

At the elementary schools, students are tardy if they are not in their classrooms at the morning start up bell.

Regular attendance is essential to achieving success in school. Excessive absences, excused or unexcused, have a detrimental effect upon academic progress and may be one factor considered in promotion/retention decisions.

Excusable absences include, but are not limited to:

1. Illness of the student (Doctor's statement may be required to support such absences);
2. Days of religious observance;
3. Death in the family;
4. Family emergencies that necessitate absence from school. The school must be notified in advance when such absences are foreseen.

The Chart below outlines the point at which juvenile authorities may be contacted due to a student's tardies and/or absences.

### **DISCIPLINE CHART**

#### Consequences

NATURE OF OFFENSE	1 <sup>st</sup> Violation	2 <sup>nd</sup> Violation	3 <sup>rd</sup> Violation	4 <sup>th</sup> Violation	5 <sup>th</sup> Violation	6 <sup>th</sup> Violation and beyond
<b>1. Tardiness</b>						
a. Excused	---	---	---	---	Parent notification	Report to juvenile authorities
b. Unexcused	Teacher issued warning	Parent notification	Parent conference, loss of free time, or After School Detention (A.S.D)	Report to juvenile authorities	Report to juvenile authorities	Report to juvenile authorities

<b>NATURE OF OFFENSE</b>	<b>1<sup>st</sup> Violation</b>	<b>2<sup>nd</sup> Violation</b>	<b>3<sup>rd</sup> Violation</b>	<b>4<sup>th</sup> Violation</b>	<b>5<sup>th</sup> Violation</b>	<b>6<sup>th</sup> Violation and beyond</b>
<b>4. Absences</b>						
a. Excused or combination of excused and unexcused	---	---	---	---	Parent notification	Referral to juvenile authorities
<b>NATURE OF OFFENSE</b>	<b>1<sup>st</sup> Violation</b>	<b>2<sup>nd</sup> Violation</b>	<b>3<sup>rd</sup> Violation</b>	<b>4<sup>th</sup> Violation</b>	<b>5<sup>th</sup> Violation</b>	<b>6<sup>th</sup> Violation and beyond</b>
b. Unexcused	Parent notification, loss of free time, or A.S.D.	Parent notification, loss of free time, or A.S.D.	Parent notification, report to juvenile authorities, loss of free time progression, A.S.D., or Saturday School Detention (S.S.D.)	Parent notification, In School Suspension (I.S.S.), report to juvenile authorities, or S.S.D.	Parent notification, I.S.S. progression, report to juvenile authorities	Disposition of juvenile court – possible retention

**TEXTBOOK USAGE (STUDENTS) – see Policy 6231, Regulation 6231**

Textbooks on which assignments are based are to be available to each student. Under the guidance of the teacher and the rules for the particular class, a textbook should be available for the student to take home overnight or over a weekend so that the student may prepare homework assignments and so that the parents/guardians may see the textbook.

Textbooks and library books are to be treated with respect by the students, used wisely, cared for, and returned in good condition when the assignment or course is concluded. The student to whom a textbook or library book is issued will be held responsible for its return in good condition. A reasonable system of fines, penalties, or methods of repayment for a fair value of the book is to be developed.

**TITLE I PARENT NOTIFICATION OF TEACHER QUALIFICATIONS – see Form 1621**

Dear Parent or Guardian:

Our district is required to inform you of certain information that you, according to the Every Student Succeeds Act of 2015 (Public Law 107-110), have the right to know.

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

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

In addition to the information that you may request, the District will provide to you individually:

- Information on the achievement level of your child in each of the state academic assessments as required under this part; and
- Timely notice that your child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

### **TOBACCO-FREE BUILDINGS – see Policy 5250**

To promote the health and safety of all students and staff, and to promote the cleanliness of all facilities, the Carthage R-IX School District bans the use of all tobacco products in all school facilities, buildings, and school buses at all times. This ban extends to all employees, students, and patrons attending school-sponsored athletic events and meetings. The Board issues this ban in a sincere appeal to all employees, students, and patrons to cooperate in helping to create within our facilities a truly healthy environment for all concerned.

### **TRANSITIONAL LIVING/HOMELESS STUDENTS – see Policy 2260**

For purposes of Board policies and regulations, homeless students include students under age 21 who lack a fixed, regular and adequate nighttime residence and include students who:

1. Are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in hotels, motels, or camping grounds due to lack of alternate adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
2. Have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
3. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
4. Are a migratory child or youth who qualifies as homeless because they are living in circumstances described above.

The Board of Education is committed to providing equal access for all eligible homeless students to a free, appropriate education in the same manner as provided to other District students. In carrying out this commitment, the District will identify and assess the needs of the District's homeless students; provide for the placement of its homeless students in the school of best interest; provide access to the District's programs; and appoint a homeless liaison. The Superintendent will review all District policies to determine whether they act as barriers to the enrollment of homeless students. Special attention will be given to policies regarding transportation, immunization, residency, birth certificates, school records, and guardianship.

If additional information is needed, please call the administration office at 417-359-7000 and ask for the coordinator of this program.

### **VIRTUAL SCHOOL PROGRAM**

Missouri Statue 161.670 states the state board of education shall establish the Missouri Course Access and Virtual School Program to serve school-age students residing in the state. The Missouri Course Access and Virtual School Program shall offer instruction in a virtual setting using technology, intranet, and/or internet methods of instruction in a virtual setting using technology, intranet, and/or internet methods of communication. Any student under the age of twenty-one in grades kindergarten through twelve who resides in this state shall be eligible to enroll in the Missouri Course Access and Virtual School Program.

### **VISITORS – See Policy 1430**

So that we can protect our children properly, all visitors (including parents) are **required** to report to the school office upon entering the building to pick up a visitor's badge. Please **do not** go directly to your child's room and wait in the hall for them to be dismissed at the end of the day. This is distracting to students and teachers and instructional time must also be protected. Students will be brought to the front hall upon dismissal. If you need to see the teacher, go to the office and they will notify the teacher so that he/she will stay in the room to meet with you after students are dismissed. Parents needing to have a conference with a teacher should make an appointment so the teacher's time with students is not interrupted. Parents are welcome and are encouraged to visit school.

Visits from other students are not allowed, except at lunchtime. These procedures are to provide for the student's safety and to provide for disruption free class time.

All persons who do not obtain permission from the principal's office to visit the school, or visitors who create serious distractions to the learning environment in the building or on the premises, shall be considered trespassers and subject to arrest and prosecution.

**WELLNESS – see Policy 2750, Regulation 2750**

The District is committed to the optimal development of every student. The District believes that for students to have the opportunity to achieve personal, academic, developmental, and social success, there needs to exist a positive, safe, and health-promoting learning environment at every level, in every setting, throughout the school year.

The District promotes healthy schools, by supporting wellness, good nutrition, and regular physical activity as part of the total learning environment. The District supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. Schools contribute to the basic health status of children by facilitating learning through the support and promotion of good nutrition and physical activity. Improved health optimizes student performance potential

**WITHDRAWALS**

Students withdrawing will notify the office and the student's teacher in order for the required paperwork to be completed. Records will be sent to the school in which you enroll upon their request. Records will not be hand carried by parents.

# Conflict or Bullying

Normal conflict is part of life for both adults and children, stemming from misunderstandings, differing opinions, and different personalities. It is a give and take, and knowing how to resolve conflict in a positive way is a skill that will help students be successful their whole lives! Positive ways of handling conflict are taught and reinforced by all school personnel: teachers, counselors, and administrators.

The chart shows how normal conflict and bullying are very different.

NORMAL CONFLICT	BULLYING
Involves students with equal power, both have the power to make things better or worse	Imbalance of power, one person or group holding power over another
Happens occasionally, although, if unresolved, it can last for some time	Repeated negative hurtful actions, making the victim feel "small," scared, embarrassed, left out, or not able to defend themselves.
Is often accidental or a misunderstanding	On purpose behavior, meaning to hurt in either the same way or different ways.
Emotional reaction on both sides. Both sides care that this conflict is happening	Strong emotional reaction from the victim and little or no reaction from the bully/aggressor.
Does not involve seeking power or attention	Seeking power and control, not respecting the other person.
Not trying to get something from the other person	Attempt to gain power, material things, or social status/popularity
Shows remorse or takes responsibility for actions, wants to resolve the conflict, can restore the relationship by apologizing, righting wrongs, and working hard not to hurt again.	The aggressor shows no remorse and blames the victim. May use manipulation to make the victim believe what he/she is feeling is not real, such as acting as if the victim "couldn't take a joke."

## BUS BEHAVIOR CONSEQUENCES

Category	Examples of Infractions	1 <sup>st</sup> Referral	2 <sup>nd</sup> Referral	3 <sup>rd</sup> Referral	4 <sup>th</sup> Referral	5 <sup>th</sup> Referral
<b>A</b> <b>Minor</b> <b>Misconduct</b>	<ol style="list-style-type: none"> <li>1. Boarding or exiting the bus unsafely, including crossing in front of or behind bus</li> <li>2. Standing while bus is in motion or not being properly seated</li> <li>3. Obstructing an empty seat, door, stairs, or aisle</li> <li>4. Making excessive noise</li> <li>5. Disturbing, insulting, or bothering other students</li> <li>6. Public display of affection (PDA)</li> <li>7. Eating, drinking, chewing gum, etc.</li> <li>8. Spitting</li> <li>9. Littering</li> </ol>	Oral/written warnings	1-5 day bus suspension	6-10 day bus suspension	10-20 day bus suspension	Suspension of riding privileges for remaining school year
<b>B</b> <b>Serious</b> <b>Infractions</b>	<ol style="list-style-type: none"> <li>1. Failure to comply (disrespectful, talking back, lying, etc.) with bus driver's or other adult's instructions</li> <li>2. Using profane or obscene language/gestures</li> <li>3. Throwing objects at, within, or out of the bus</li> <li>4. Sticking objects or body parts out of the bus</li> <li>5. Possession of tobacco, cigarettes, or imitators</li> </ol>	1-3 day bus suspension	4-10 day bus suspension	10-20 day bus suspension	Suspension of riding privileges for remaining school year	
<b>C</b> <b>Severe</b> <b>Offenses</b>	<ol style="list-style-type: none"> <li>1. Full or partial nudity</li> <li>2. Sitting in driver's seat, tampering with controls, interfering with driver</li> <li>3. Use of tobacco, cigarettes, or imitators</li> <li>4. Fighting, hitting, biting, threatening, etc.</li> <li>5. Harassing verbally (bullying) or sexually</li> <li>6. Vandalism or damage to the bus</li> </ol>	5-10 day bus suspension	10-20 day bus suspension	Suspension of riding privileges for remaining school year		
<b>D</b> <b>Criminal or</b> <b>Illegal Acts</b>	<ol style="list-style-type: none"> <li>1. Any action that leads to a bus accident</li> <li>2. Possession or use of weapons or other prohibited items</li> <li>3. Lewd or indecent acts</li> <li>4. Possession of illegal substances</li> <li>5. Assault causing injury to another person</li> <li>6. Use and/or possession of alcohol</li> <li>7. Bomb threat</li> </ol>	Loss of bus riding privileges indefinitely				

All rule infractions are cumulative in most cases for the school year. A series of minor infractions may result in serious consequences.

All misconduct must be evaluated on a case-by-case basis. The administration reserves the right to alter the consequences due to the severity, frequency, or previous warnings regardless of sequence or frequency of misconduct.

Possession of weapons, controlled substance, or representations of controlled substances, alcohol, fighting, or other serious incidents will be reported to the appropriate authorities and may result in suspension or expulsion from school in addition to loss of bus privileges.

Restitution may be required for all damages resulting from student action including but not limited to vandalism, fighting, theft, throwing objects, or other damages. The student cannot ride the bus until restitution has been paid in full.

## DISCIPLINE CHART

**Rules and consequences are established not for the responsible majority, but for the irresponsible few. This scope and sequence chart serves as a guideline of administrative responses to unacceptable student behavior. It is an attempt to establish fairness through consistency for all students.**

**ABSENCES/TARDIES:** *Student is late to the startup of the school day.*

Phone calls on absent students are made daily. Attendance letters are sent home at 5 absences/tardies and 10 absences/tardies. Jasper County Juvenile Officer may be notified about attendance concerns.

**DISRUPTION:** *Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing (pushing but not fighting); sustained out-of-seat behavior; possession of nuisance items and/or gambling.*

DISRUPTION/ DISORDERLY CONDUCT	1 <sup>ST</sup> VIOLATION	2 <sup>ND</sup> VIOLATION	3 <sup>RD</sup> VIOLATION	4 <sup>TH</sup> VIOLATION	5 <sup>TH</sup> VIOLATION	6 <sup>TH</sup> VIOLATION
	Parent Notification and Loss of Privilege	Parent Notification and 1 Lunch & Loss of Privilege	Parent Notification and 2 Lunch & Loss of Privilege	Parent Notification and 1 day ISS	Parent Notification and 2 days ISS	Parent Notification and 1 day OSS

**TECHNOLOGY VIOLATION:** *Student engages in inappropriate use of cell phone, pager, music/video players, camera, and/or other devices. This does not include looking up or showing pornography. The following consequences are used for cell phone, pagers and music/video players.*

TECHNOLOGY VIOLATION	1 <sup>ST</sup> VIOLATION	2 <sup>ND</sup> VIOLATION	3 <sup>RD</sup> VIOLATION	4 <sup>TH</sup> VIOLATION	5 <sup>TH</sup> VIOLATION	6 <sup>TH</sup> VIOLATION
	Object sent to the office and student picks it up at end of day.	Object sent to office, parent must pick it up, and 1 lunch & Loss of Privilege	Object sent to the office, parent must pick it up, and 2 lunch & Loss of Privilege	Object sent to the office, parent must pick it up and 1 day ISS	Object sent to the office, parent must pick it up and 2 days ISS	Object sent to the office, parent must pick it up and 1 day OSS

**BULLYING:** *Student delivers disrespectful messages\* (verbal or gestural) to another person that includes threats of intimidation, obscene gestures, pictures, or written notes. \*Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities, or other personal matters. Bullying occurs when a student communicates with another or contacts another person face-to-face with the intention to intimidate or inflict physical, emotional, or mental harm.*

BULLYING	1 <sup>ST</sup> VIOLATION	2 <sup>ND</sup> VIOLATION	3 <sup>RD</sup> VIOLATION	4 <sup>TH</sup> VIOLATION	5 <sup>TH</sup> VIOLATION	6 <sup>TH</sup> VIOLATION
	Parent Notification and Loss of Privilege	Parent Notification and 1 day ISS	Parent Notification and 2 days ISS	Parent Notification and 1 day OSS	Parent Notification and 2 days OSS	Parent Notification and 3 day OSS

**HARASSMENT:** *Student delivers disrespectful messages\* (verbal or gestural) to another person that includes threats of intimidation, obscene gestures, pictures, or written notes. \*Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities, or other personal matters. Harassment occurs when a student feels words or conduct that intentionally intimidates or defames another student or school personnel has occurred.*

HARASSMENT...	1 <sup>ST</sup> VIOLATION	2 <sup>ND</sup> VIOLATION	3 <sup>RD</sup> VIOLATION	4 <sup>TH</sup> VIOLATION	5 <sup>TH</sup> VIOLATION	6 <sup>TH</sup> VIOLATION
	Parent Notification and Loss of Privilege	Parent Notification and 1 day ISS	Parent Notification and 2 days ISS	Parent Notification and 1 day OSS	Parent Notification and 2 days OSS	Parent Notification and 3 day OSS

**RECKLESS/ENDANGERING BEHAVIOR:** *Conduct that creates substantial risk of physical injury to any other person. Examples: fight promotion, throwing objects, horseplay.*

<b>RECKLESS/ENDANGERING BEHAVIOR</b>	<b>1<sup>ST</sup> VIOLATION</b>	<b>2<sup>ND</sup> VIOLATION</b>	<b>3<sup>RD</sup> VIOLATION</b>	<b>4<sup>TH</sup> VIOLATION</b>	<b>5<sup>TH</sup> VIOLATION</b>	<b>6<sup>TH</sup> VIOLATION</b>
	Parent Notification and Loss of Privilege	Parent Notification and 1 Lunch & Privilege Detentions	Parent Notification and 2 Lunch & Privilege Detentions	Parent Notification and 1 day ISS	Parent Notification and 2 days ISS	Parent Notification and 1 day OSS

**DRESS CODE VIOLATION:** *Student wears clothing that does not fit within the dress code guidelines practiced by the school/district. Clothing will be changed.*

<b>DRESS CODE VIOLATION</b>	<b>1<sup>ST</sup> VIOLATION</b>	<b>2<sup>ND</sup> VIOLATION</b>	<b>3<sup>RD</sup> VIOLATION</b>	<b>4<sup>TH</sup> VIOLATION</b>	<b>5<sup>TH</sup> VIOLATION</b>	<b>6<sup>TH</sup> VIOLATION</b>
	Student will change clothes, Parent Notification	Student will change clothes, Parent Notification	Student will change clothes, Parent Meeting and Loss of Privilege	Student will change clothes, Parent Meeting and 1 days ISS	Student will change clothes, Parent Notification and 2 days ISS	Student will change clothes, Parent Notification and 1 day OSS

**UNFINISHED/INCOMPLETE WORK:**

<b>UNFINISHED/INCOMPLETE WORK</b>	<b>1<sup>ST</sup> VIOLATION</b>	<b>2<sup>ND</sup> VIOLATION</b>	<b>3<sup>RD</sup> VIOLATION</b>	<b>4<sup>TH</sup> VIOLATION</b>	<b>5<sup>TH</sup> VIOLATION</b>	<b>6<sup>TH</sup> VIOLATION</b>
	Parent Notification and Loss of Privilege	Parent Notification and 1 Lunch & Privilege Detentions	Parent Notification and 2 Lunch & Recess Detentions	Parent Notification and 1 day ISS	Parent Notification and 2 days ISS	Parent Notification and 1 day OSS

**DISRESPECT, DEFIANCE, INSUBORDINATION, NON-COMPLIANCE:** *Student engages in refusal to follow directions, talks back, and/or delivers socially rude interactions. Verbal abuse, refusal to obey school rules or to follow instructions of administrators, faculty, or other school personnel.*

<b>DISRESPECT, DEFIANCE, INSUBORDINATION, NON-COMPLIANCE</b>	<b>1<sup>ST</sup> VIOLATION</b>	<b>2<sup>ND</sup> VIOLATION</b>	<b>3<sup>RD</sup> VIOLATION</b>	<b>4<sup>TH</sup> VIOLATION</b>	<b>5<sup>TH</sup> VIOLATION</b>	<b>6<sup>TH</sup> VIOLATION</b>
	Parent Notification and Loss of Privilege	Parent Notification and 1 Lunch & Privilege Detentions	Parent Notification and 2 Lunch & Recess Detentions	Parent Notification and 1 day ISS	Parent Notification and 2 days ISS	Parent Notification and 1 day OSS

**LYING:** *Student delivers a message that is untrue and/or deliberately violates rules.*

<b>LYING</b>	<b>1<sup>ST</sup> VIOLATION</b>	<b>2<sup>ND</sup> VIOLATION</b>	<b>3<sup>RD</sup> VIOLATION</b>	<b>4<sup>TH</sup> VIOLATION</b>	<b>5<sup>TH</sup> VIOLATION</b>	<b>6<sup>TH</sup> VIOLATION</b>
	Parent Notification and Loss of Privilege	Parent Notification and 1 Lunch & Privilege Detentions	Parent Notification and 2 Lunch & Recess Detentions	Parent Notification and 1 day ISS	Parent Notification and 2 days ISS	Parent Notification and 1 day OSS

**FIGHTING:** *Student engages in actions involving hitting, punching, hair pulling, scratching, etc. with another student. Physically striking another in a mutual contact as differentiated from an assault. Fighting is combatant physical contact between two or more individuals.*

<b>FIGHTING</b>	<b>1<sup>ST</sup> VIOLATION</b>	<b>2<sup>ND</sup> VIOLATION</b>	<b>3<sup>RD</sup> VIOLATION</b>	<b>4<sup>TH</sup> VIOLATION</b>	<b>5<sup>TH</sup> VIOLATION</b>	<b>6<sup>TH</sup> VIOLATION</b>
	Parent Notification, 1 Days ISS and Safe Schools Report	Parent Notification, 2 Days ISS and Safe Schools Report	Parent Notification, 1 Days OSS and Safe Schools Report	Parent Notification, 2 Days OSS and Safe Schools Report	Parent Notification, 4 Days OSS and Safe Schools Report	Parent Notification, 6 Days OSS and Safe Schools Report

**FORGERY:** *Student has signed a person's name without that person's permission. Giving false or misleading information, either verbally or in writing, to a school employee.*

FORGERY	1 <sup>ST</sup> VIOLATION	2 <sup>ND</sup> VIOLATION	3 <sup>RD</sup> VIOLATION	4 <sup>TH</sup> VIOLATION	5 <sup>TH</sup> VIOLATION	6 <sup>TH</sup> VIOLATION
	Parent Notification and Loss of Privilege	Parent Notification and 1 Lunch & Privilege Detentions	Parent Notification and 2 Lunch & Recess Detentions	Parent Notification and 1 day ISS	Parent Notification and 2 days ISS	Parent Notification and 1 day OSS

**INAPPROPRIATE DISPLAY OF AFFECTION:** *Student engages in inappropriate, consensual (as defined by school) verbal and/or physical gestures/contact, of a sexual nature to another student/adult.*

INAPPROPRIATE DISPLAY OF AFFECTION	1 <sup>ST</sup> VIOLATION	2 <sup>ND</sup> VIOLATION	3 <sup>RD</sup> VIOLATION	4 <sup>TH</sup> VIOLATION	5 <sup>TH</sup> VIOLATION	6 <sup>TH</sup> VIOLATION
	Parent Notification and Loss of Privilege	Parent Notification and 1 Lunch & Privilege Detentions	Parent Notification and 2 Lunch & Recess Detentions	Parent Notification and 1 day ISS	Parent Notification and 2 days ISS	Parent Notification and 1 day OSS

**SCHOLASTIC DISHONESTY (F GRADE):** *Includes, but is not limited to, cheating on test, plagiarism, and collusion.*

**A. Cheating on a Test includes:**

- a. *Copying from another student's test paper.*
- b. *Using material during a test, which is not authorized by the person giving the test.*
- c. *Collaborating with another student during the test without authority.*
- d. *Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of an unadministered test.*
- e. *Securing copies of the test or answers to the test in advance of the test.*

**B. Plagiarism means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work for credit.**

**C. Collusion mean the unauthorized collaboration with another person in preparing written work offered for credit.**

SCHOLASTIC DISHONESTY (F GRADE)	1 <sup>ST</sup> VIOLATION	2 <sup>ND</sup> VIOLATION	3 <sup>RD</sup> VIOLATION	4 <sup>TH</sup> VIOLATION	5 <sup>TH</sup> VIOLATION	6 <sup>TH</sup> VIOLATION
	Parent Notification, F Grade and 2 Lunch & Recess Detentions	Parent Notification, F Grade and 1 Day ISS	Parent Notification, F Grade and 2 Days ISS	Parent Notification, F Grade and 1 Day OSS	Parent Notification, F Grade and 2 Days OSS	Parent Notification, F Grade and 3 Days OSS

**INAPPROPRIATE LANGUAGE:** *Student delivers verbal or nonverbal messages or gestures that include swearing, name calling, or use of words in an inappropriate way.*

INAPPROPRIATE LANGUAGE	1 <sup>ST</sup> VIOLATION	2 <sup>ND</sup> VIOLATION	3 <sup>RD</sup> VIOLATION	4 <sup>TH</sup> VIOLATION	5 <sup>TH</sup> VIOLATION	6 <sup>TH</sup> VIOLATION
	Parent Notification and Loss of Privilege	Parent Notification and 1 Lunch & Recess Detentions	Parent Notification and 2 Lunch & Recess Detentions	Parent Notification and 1 day ISS	Parent Notification and 2 days ISS	Parent Notification and 1 day OSS

**PORNOGRAPHY POSSESSION:**

PORNOGRAPHY POSSESSION	1 <sup>ST</sup> VIOLATION	2 <sup>ND</sup> VIOLATION	3 <sup>RD</sup> VIOLATION	4 <sup>TH</sup> VIOLATION	5 <sup>TH</sup> VIOLATION	6 <sup>TH</sup> VIOLATION
	Parent Notification and 1 Day ISS	Parent Notification and 2 Days ISS	Parent Notification and 3 Days ISS	Parent Notification and 1 Day OSS	Parent Notification and 2 Days OSS	Parent Notification and 3 Days OSS

**GANG DISPLAY:** *Student uses gesture, dress, and/or speech to display affiliation with a gang.*

GANG DISPLAY	1 <sup>ST</sup> VIOLATION	2 <sup>ND</sup> VIOLATION	3 <sup>RD</sup> VIOLATION	4 <sup>TH</sup> VIOLATION	5 <sup>TH</sup> VIOLATION	6 <sup>TH</sup> VIOLATION

	Parent Notification, 2 Lunch & Privilege Detentions and contact juvenile authorities	Parent Notification, 1 Day ISS and contact juvenile authorities	Parent Notification, 1 Day OSS and Safe Schools Report	Parent Notification, 2 Days OSS and Safe Schools Report	Parent Notification, 3 Days OSS and Safe Schools Report	Parent Notification, 4 Days OSS and Safe Schools Report
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**SEXUAL HARASSMENT:** *Unwanted verbal, written, or physical conduct of a sexual nature imposed on the basis of sex*

<b>SEXUAL HARASSMENT</b>	<b>1<sup>ST</sup> VIOLATION</b>	<b>2<sup>ND</sup> VIOLATION</b>	<b>3<sup>RD</sup> VIOLATION</b>	<b>4<sup>TH</sup> VIOLATION</b>	<b>5<sup>TH</sup> VIOLATION</b>	<b>6<sup>TH</sup> VIOLATION</b>
Parent Notification, Safe Schools Report, Penalties will be assigned according to the severity of the offense.						

**PROPERTY DAMAGE/VANDALISM:** *Student participates in an activity that results in an activity that results in destruction or disfigurement of property. Willful or deliberate destruction or defacement of school or personal property.*

<b>PROPERTY DAMAGE/VANDALISM</b>	<b>1<sup>ST</sup> VIOLATION</b>	<b>2<sup>ND</sup> VIOLATION</b>	<b>3<sup>RD</sup> VIOLATION</b>	<b>4<sup>TH</sup> VIOLATION</b>	<b>5<sup>TH</sup> VIOLATION</b>	<b>6<sup>TH</sup> VIOLATION</b>
Parent Notification, Report to Juvenile Authorities, Restitution plus penalties will be assigned according to severity of the offense.						

**THEFT:** *Nonconsensual taking, or attempting to take, the property of another.*

<b>THEFT</b>	<b>1<sup>ST</sup> VIOLATION</b>	<b>2<sup>ND</sup> VIOLATION</b>	<b>3<sup>RD</sup> VIOLATION</b>	<b>4<sup>TH</sup> VIOLATION</b>	<b>5<sup>TH</sup> VIOLATION</b>	<b>6<sup>TH</sup> VIOLATION</b>
Parent Notification, Report to Juvenile Authorities, Restitution plus penalties will be assigned according to severity of the offense.						

**VIOLENT ACT WITHOUT INJURY:** *Student engages in actions involving serious physical contact where injury MAY occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, biting, etc.)*

<b>VIOLENT ACT WITHOUT INJURY</b>	<b>1<sup>ST</sup> VIOLATION</b>	<b>2<sup>ND</sup> VIOLATION</b>	<b>3<sup>RD</sup> VIOLATION</b>	<b>4<sup>TH</sup> VIOLATION</b>	<b>5<sup>TH</sup> VIOLATION</b>	<b>6<sup>TH</sup> VIOLATION</b>
	Parent Notification, 1 Days ISS and Safe Schools Report	Parent Notification, 2 Days ISS and Safe Schools Report	Parent Notification, 1 Days OSS and Safe Schools Report	Parent Notification, 2 Days OSS and Safe Schools Report	Parent Notification, 4 Days OSS and Safe Schools Report	Parent Notification, 6 Days OSS and Safe Schools Report

**VIOLENT ACT WITH INJURY:** *Student engages in actions involving serious physical contact where injury HAS occurred (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, biting, etc.)*

<b>VIOLENT ACT WITH INJURY</b>	<b>1<sup>ST</sup> VIOLATION</b>	<b>2<sup>ND</sup> VIOLATION</b>	<b>3<sup>RD</sup> VIOLATION</b>	<b>4<sup>TH</sup> VIOLATION</b>	<b>5<sup>TH</sup> VIOLATION</b>	<b>6<sup>TH</sup> VIOLATION</b>
	Parent Notification, 1 Days ISS and Safe Schools Report	Parent Notification, 2 Days ISS and Safe Schools Report	Parent Notification, 1 Days OSS and Safe Schools Report	Parent Notification, 2 Days OSS and Safe Schools Report	Parent Notification, 4 Days OSS and Safe Schools Report	Parent Notification, 6 Days OSS and Safe Schools Report

**THREATS (INCLUDING DEATH THREATS OR THREATS TO USE WEAPONS):**

<b>THREATS</b>	<b>1<sup>ST</sup> VIOLATION</b>	<b>2<sup>ND</sup> VIOLATION</b>	<b>3<sup>RD</sup> VIOLATION</b>	<b>4<sup>TH</sup> VIOLATION</b>	<b>5<sup>TH</sup> VIOLATION</b>	<b>6<sup>TH</sup> VIOLATION</b>
Parent Notification, Safe Schools Report, ISS or OSS based on age severity and level of disruption caused, OSS (death threats)						

**TOBACCO/IMITATOR USE OR POSSESSION OF:** *Student is in possession of or using tobacco. The possession and/or use of tobacco in any form on or adjacent to school property, or any school event held away from school.*

<b>TOBACCO/IMITATOR USE OR POSSESSION OF</b>	<b>1<sup>ST</sup> VIOLATION</b>	<b>2<sup>ND</sup> VIOLATION</b>	<b>3<sup>RD</sup> VIOLATION</b>	<b>4<sup>TH</sup> VIOLATION</b>	<b>5<sup>TH</sup> VIOLATION</b>	<b>6<sup>TH</sup> VIOLATION</b>
	Parent Notification, 1 Day ISS and Contact Juvenile Authorities	Parent Notification, 1 Day OSS and	Parent Notification and 2 Days OSS	Parent Notification and 3 Days OSS	Parent Notification and 4 Days OSS	Parent Notification and 5 Days OSS

		Contact Juvenile Authorities				
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**ALCOHOL/DRUGS:** *Student is in possession of or is using alcohol. Student is in possession of, or using illegal drugs/substances or imitations. Transfer, distribution, use or possession, under the influence of illegal drugs, alcohol, controlled substances, paraphernalia, dangerous drugs, substances or their imitators, use of substances or drugs in a manner other than directed or prescribed, on or adjacent to school property or at any school-sponsored event.*

	1 <sup>ST</sup> VIOLATION	2 <sup>ND</sup> VIOLATION	3 <sup>RD</sup> VIOLATION	4 <sup>TH</sup> VIOLATION	5 <sup>TH</sup> VIOLATION	6 <sup>TH</sup> VIOLATION
<b>UNDER THE INFLUENCE</b>	Parent Notification, Safe Schools Report, 5 Days OSS	Parent Notification, Safe Schools Report, 10 Days OSS with recommendation for long-term suspension				
<b>POSSESSION AT SCHOOL</b>	Parent Notification, Safe Schools Report, 10 Days OSS	Parent Notification, Safe Schools Report, 10 Days OSS with recommendation for long-term suspension				

**ARSON:** *Student plans and/or participates in malicious burning of property. Intentionally causing or attempting to cause a fire or explosion.*

ARSON	1 <sup>ST</sup> VIOLATION	2 <sup>ND</sup> VIOLATION	3 <sup>RD</sup> VIOLATION	4 <sup>TH</sup> VIOLATION	5 <sup>TH</sup> VIOLATION	6 <sup>TH</sup> VIOLATION
	Parent Notification, 5 to 10 days OSS with possible recommendation for long-term suspension					

**ASSAULT:** *Assault of a Student or Staff Member – Use of physical force with the intent to do bodily harm.*

ASSAULT	1 <sup>ST</sup> VIOLATION	2 <sup>ND</sup> VIOLATION	3 <sup>RD</sup> VIOLATION	4 <sup>TH</sup> VIOLATION	5 <sup>TH</sup> VIOLATION	6 <sup>TH</sup> VIOLATION
	Parent Notification, 5 to 10 days OSS with possible recommendation for long-term suspension					

**BOMB THREAT/FALSE ALARM:** *Student delivers a message of possible explosive materials being on campus, near campus, and/or pending explosion, tampering with emergency equipment, setting off false alarms, or making false reports*

BOMB THREATS/FALSE ALARM	1 <sup>ST</sup> VIOLATION	2 <sup>ND</sup> VIOLATION	3 <sup>RD</sup> VIOLATION	4 <sup>TH</sup> VIOLATION	5 <sup>TH</sup> VIOLATION	6 <sup>TH</sup> VIOLATION
	Parent Notification, 5 to 10 days OSS with possible recommendation for long-term suspension					

<b>WEAPONS PROVISION</b>	Refer to Policy and Regulation 2620. See below.
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**Policy 2620, Firearms and Weapons in School**

The District recognizes firearm and weapon possession as a potential threat to the health, safety and security of students, employees, and other persons. The District will not tolerate the presence of firearms or weapons on the premises of our schools. This prohibition includes possession of firearms and weapons on school playgrounds, school parking lots, school buses, and at school activities, whether on or off school property. The District complies with the provisions of the Improving America's Schools Act of 1994, the Individuals with Disabilities Education Act, and other applicable federal and state law.

Nothing in this policy shall prohibit the District from permitting a Civil War re-enactor to bring a Civil War era weapon to school for educational purposes so long as the weapon is not loaded.

Students who violate this policy will be suspended for no less than one (1) year and are subject to permanent expulsion. However, the Superintendent may recommend to the Board a modification of the suspension on a case-by-case basis. Students with disabilities under the Individuals with Disabilities Act and/or Section 504 of the Rehabilitation Act are entitled to the protections of those laws.

This policy will be annually submitted to the Department of Elementary and Secondary Education together with a report of disciplinary action taken for possession of a "firearm" or "weapon" as defined in Regulation 2620.

### **Regulation 2620, Firearms and Weapons in School**

#### **Definition of Firearm**

The term *firearm* includes, but is not limited to, such items as:

1. Any item which is a loaded or unloaded weapon, weapon frame, or weapon barrel and which is designed to, or may be readily converted to, expel a projectile by action of an explosive, or
2. Any item which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has a barrel with a bore of at least one-half inch in diameter, or
3. Any explosive, incendiary, or poison gas, such as: bombs; grenades; rockets with a propellant charge of greater than four ounces; and other similar devices as recognized under federal law, or
4. Any combination of parts either designed to or intended for use in converting any device into a device as described in paragraphs above.

#### **Definition of Weapons**

The term *weapon* shall mean a "firearm" as defined above, and shall also include the items listed below, which are defined as "weapons" in section 571.010,RSMo.

1. Blackjack
2. Concealable firearm
3. Explosive weapon
4. Firearm
5. Firearm silencer
6. Gas gun
7. Knife
8. Machine gun
9. Knuckles
10. Projectile weapon
11. Rifle
12. Shotgun
13. Spring gun
14. Switchblade knife

Other weapons, including but not limited to:

1. Pepper spray
2. Stun gun
3. Mace spray
4. Any knife, regardless of blade length (optional)
5. Items customarily used, or which can be used, to inflict injury upon another person or property.

#### **Students Who Bring Firearms or Weapons to School**

The District will take the following action upon determining that a student has brought a firearm or weapon to school:

1. The District will refer the student to the appropriate criminal justice or juvenile delinquency system, and
2. The District will suspend the student from school for a period of not less than one year (365 days) from the date of the infraction, and may, at its discretion, expel the student from school permanently. This suspension provision may be modified on a case-by-case basis upon recommendation of the District Superintendent if the Superintendent determines that

circumstances justify such a modification.

3. The District may, at its discretion, provide a student suspended under this Regulation with educational services in an alternative setting.

**Applicability of Regulation to Students with Disabilities**

If the student who is determined to be in violation of this Regulation is a student with a disability under the Individuals with Disabilities Education Act, school administrators may assign the student to an alternative education placement, including suspension, for a period of up to forty-five (45) school days and/or take other steps to address the student’s misconduct, as permitted by law. In such cases, the District and/or the student’s IEP team will follow all procedures required by state and federal law.

*\*SEVERE CLAUSE – Administration reserves the right to increase consequences based on frequency or severity of the offense. Acts of violence, assault, sexual assault, possession of a controlled substance or weapon possession will be reported to the proper authorities. REF: District Policy 2610, 2653, 2660*

Insert calendar

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Carthage R-9 School District 2022-2023 Network Usage Agreement - Student**

The Carthage R-9 School District is proud to provide equipment and resources enabling students to communicate and collaborate in all ways conducive to educational purposes. Members of administration may review files and communications to maintain system integrity and ensure responsible usage. Users have no expectation of privacy for data either stored on, or transmitted by any district-owned equipment or resources. As the Carthage R-9 School District receives internet services through MOREnet, all users are required to comply with the conditions and requirements set forth in MOREnet's Service Policies (available upon request).

Please read the following carefully:

Students are held responsible for all actions associated with their user account. Prohibited actions include, but are not limited to, the following:

- Sharing user accounts and passwords.
- Deleting, examining, copying, and/or modifying another user's files or resources.
- Using district-owned equipment and/or resources for commercial or business purposes.
- Damaging/disrupting district-owned equipment and/or resources regardless of intent, duration, or time of day.
- Purposely obtaining, creating, viewing, downloading or otherwise gaining access to protected, restricted, or objectionable (as defined by CIPA) materials.
- Downloading, installing, and/or storing content such as audio, video, and gaming-related files not intended for educational use.
- Installation of executable program files without explicit administrative permission
- Committing forgery (including violations of copyrights), obscenity, or harassment, in any context.

Only those students with this document on file are allowed to access district-owned equipment and resources. Students are subject to all school policies as well as the consequences of state and federal laws. Disciplinary penalties are assessed to students who violate this policy and may result in revocation of access to district-owned equipment and resources.

**By signing this document, you hereby agree to abide by the above stated terms and agreements, as well as consenting to the use of core and additional services, including G Suite for Education, Campus Learning, Zoom, etc. Please take time to read this document carefully.**

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**Employee-Student Communication Permission Form**

Staff members of the Carthage R-9 School District are encouraged to communicate with students for educational purposes using a variety of effective methods, including various forms of electronic communication (email, discussion board, audio/video conference, etc.). When authorized to do so, staff members may use personally owned devices to contact students for the purpose of organizing or facilitating district-sponsored educational or extra-curricular activities.

**The permission form is valid for the school year including summer activities – July 1 – June 30**

**Name of Student:** \_\_\_\_\_

**Name of School:** \_\_\_\_\_

To facilitate these authorized communications, your student will be asked to provide his or her contact information to staff members to use to communicate with your student. This information includes, but is not limited to, your student’s mobile phone number or school owned e-mail address.

The District’s policies, regulations, procedures and expectations regarding communications at school and during the school day apply to electronic communications for educational purposes, regardless of when those communications occur. Staff communications with students must be professional and appropriate.

Please indicate below your preferences regarding these types of communication.

I **do not give** permission to Carthage R-9 School District staff members to contact my student privately for district-sponsored educational or extra-curricular activities.

I **give permission** to Carthage R-9 School District staff members to contact my student privately for district-sponsored educational or extra-curricular activities.

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

Printed Student Name: \_\_\_\_\_

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

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

**Student Handbook Form  
Carthage R-9 School District  
2022-2023**

The Student Handbook is prepared to assist Carthage elementary school students in knowing what is expected of them while they are attending classes. The administration and the Board of Education believe that an understanding by each student of the school rules and regulations is necessary in order to create a learning atmosphere, and to maintain each student's individual rights.

We encourage each student to discuss the policies and regulations set forth in the Handbook with his/her parents or guardians. This will avoid confusion and misunderstanding.

We are looking forward to a fine school year. Please feel free to call or visit the school at any time to discuss your child's activities.

Sincerely,

Tom Barlow, Steadley Elementary  
Lori Harter, Columbian Elementary  
Don Cox, Pleasant Valley Elementary  
Michelle Hensley, Fairview Elementary  
Jennifer Dillard, Mark Twain Elementary

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Please sign and return the bottom half of this page to acknowledge that you have read the policies and regulations of the Carthage elementary schools for the 2022-2023 school year.

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Student Name

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Parent Signature