

# Carthage R-9 School District



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

Parent/Student Handbook  
2008 – 2009  
[www.carthage.k12.mo.us](http://www.carthage.k12.mo.us)

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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. 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 mission.

***“The mission of the Carthage R-9 School District is to provide comprehensive educational experience 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 society.”***

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.

Sonia Resa  
Columbian Principal

Laurel Rosenthal  
Mark Twain Principal

Ronna Patterson  
Fairview Principal

Brenten Byrd  
Pleasant Valley Principal

Bob Goltra  
Steadley Principal

## **CARTHAGE R-9 ELEMENTARY SCHOOLS DIRECTORY**

<b>Columbian Elementary</b> <b>1015 W. Macon</b> Sonia Resa  Catherine Marsden Joyce Wilkerson	<b>359-7060</b>  Principal Assistant Principal Counselor School Psychological Examiner
<b>Fairview Elementary</b> <b>1201 E. Fairview</b> Ronna Patterson Cherona Hicklin Gina Robbins Ted Estes	<b>359-7070</b>  Principal Assistant Principal Counselor School Psychological Examiner
<b>Mark Twain Elementary</b> <b>1435 S. Main</b> Laurel Rosenthal Braden McBride Ted Estes	<b>359-7080</b>  Principal Counselor School Psychological Examiner
<b>Pleasant Valley Elementary</b> <b>652 County Road 180</b> Brenten Byrd Braden McBride Joyce Wilkerson	<b>359-7085</b>  Principal Counselor School Psychological Examiner
<b>Steadley Elementary</b> <b>1814 W. Fir Road</b> Bob Goltra James Dykens Nancy Capstick Joan Stevens	<b>359-7065</b>  Principal Assistant Principal Counselor School Psychological Examiner
<b>District Administrative Office</b> <b>710 Lyon</b> Dr. Blaine Henningsen Deborah Swarens Dr. Mark Baker Patty Laney	<b>359-7000</b>  Superintendent of Schools Assistant Superintendent - Instruction Assistant Superintendent - Business Director of Special Services
<b>Carthage R-9 School District Web Site</b>	<a href="http://www.carthage.k12.mo.us">www.carthage.k12.mo.us</a>

Inclement weather hotline: 359-7010, Option 5 (see page 6 for more information)

## **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. Unexcused tardies will warrant the student to make up the time at recess. 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.

## **ATTENDANCE (STUDENT) – Policy 2310, 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 (including tests) shall be completed as indicated by the individual classroom teacher.

A student is expected to make up work as a result of class periods missed. It shall be the student's responsibility to meet with the teacher and receive the necessary instructions and assignments. Each principal may have written policies that further detail procedures for making up work, reporting absence, etc.

**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.

**ATTENDANCE (STUDENT) – Policy 2340, Regulation 2340**

**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.

**ADMINISTERING MEDICINES TO STUDENTS – Policy 2870, Regulation 2870, Form 2870**

The district prohibits students from possessing or self-administering any medications while on district grounds, on district transportation or during 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. Employees who violate this regulation may be disciplined up to and including termination. District administrators will notify law enforcement when they believe a crime has occurred.

**Prescription Medication**

The student's parent shall provide a written request that the student be given medication during school hours. The request shall state the name of the student, name of drug, dosage, frequency of administration, route of administration, and the parent's signature. The diagnosis/indication for use of the medicine shall be provided. When possible, the parent should state 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, route of administration, and the prescriber's name.

The District will not administer the initial dose of any new prescription except in an emergency. 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 drugs will be administered up to one (1) year after the date on the prescription label.

Injectable medications will be administered by the nurse unless written permission is received from the physician and the parent/guardian that the student may self-administer. The self-administration of medication form must be signed by the physician, parent and student. Should an injectable medication be necessary when the school nurse is not available, the 911 (EMS) system should be activated.

### **Over-the-Counter Medication**

The District will not supply over-the-counter medications at any time. Administration of over-the-counter medication does not require a 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 the original label and instructions for administration intact.

### **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.

### **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 ninth 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 registered nurse must provide and document the requisite education, training, and competency verification. The nurse is also 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.

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

Students with asthma, anaphylaxis, or any potentially life-threatening respiratory illness may carry with them for self-administration metered-dose inhalers or auto-injectible 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, 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 (Form 2870) is required. Provided however, that:

1. 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;
2. 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;
3. 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;
4. The student's parent/guardian has completed and submitted to the school the student's treatment plan and liability statement;
5. 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. (see Form 2870.1)

The authorization for the possession and self-administration of medication to treat a student's asthma or anaphylaxis permits authorized students to possess and self-administer such student's medication while in school, at a school-

sponsored activity, and it transit from school or school-sponsored activity. Such authorization will be effective for the school year when issued and for the school attended when the authorization is issued. Such authorization must be renewed each subsequent year in order to remain effective.

Information concerning the student's condition treatment plan, authorization, and related documents will be kept on file in the school nurse's office and be accessible in the event of an asthma or anaphylactic emergency.

It is recommended that duplicate prescribed medication, as described in this policy, be provided by the parent/guardian and kept in the school nurse's office so it will be reasonably accessible to the student and school staff in the event of an asthma or anaphylactic emergency.

### **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.

### **Exception for Potentially Harmful Administration**

It shall be the policy of this District that the District will not knowingly administer any medication to a student if the District's registered professional school nurse believes, in his/her professional judgment, that such administration could cause harm to the student, other students, or the District itself. Such cases may include, but are not necessarily limited to, situations in which the District is being asked to administer medication in a dosage that exceeds the highest recommended dosage listed in the current annual volume of the Physician's Desk Reference or other recognized medical or pharmaceutical text.

For purposes of this regulation, the following definitions apply:

*Medications* include prescription, over-the-counter drugs, and for purposes of this policy, herbal preparations.

*Authorized prescriber* includes a health care provider licensed or otherwise authorized to prescribe medications by state law.

## **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.

## **BUS CONDUCT OF STUDENTS – Policy 2652**

The safety of students during their transportation to and from school is a responsibility which they and their parents/guardians share with the bus drivers and school officials. The Board wants each student to know what conduct is expected when waiting for and riding on a school bus. Therefore, the rules of student conduct will be issued to all students at the beginning of the school year and to new students upon enrollment.

Students who fail to observe these rules will be subject to disciplinary action since their failure to do so may affect the safety of others. A student who misbehaves will be reported by the driver to the director of transportation on the same school day in which the misbehavior occurs. The transportation director, administrator or bus driver may suspend bus-riding privileges. The principal of the school may be notified so additional action may be taken.

Students who refuse to conform to bus rules and regulations of the District discipline code will be subject to denial of transportation. Excessively dangerous behavior will result in immediate action.

## **BUS SERVICES**

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.

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, 359-7000, will address all transportation questions.

### **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. 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**.

### **CORPORAL PUNISHMENT – 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.

### **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.

### **DETENTION – 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 – Policy 2600**

The District has the authority to control 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, during school-sponsored activities and for conduct away from school or in non-school activities which affect school discipline.

Students forfeit their right to a public school education by engaging in conduct prohibited in Regulation 2610 and related provisions. 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 school principals; extension of suspensions for a total of 180 days by the Superintendent; longer term suspension and expulsion from school by the Board of Education; and report to appropriate law enforcement agencies.

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 – pg. 30).

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

All students attending school in 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 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 maximize their learning potential. 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.

#### **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 who are 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 as well as the District's corporal punishment policy 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)
  - Assault of a Student or Staff Member – Use of physical force with the intent to do bodily harm.
  - Fighting – Physically striking another in a mutual contact as differentiated from an assault.
4. **Bullying**—Aggressive behavior or intentional “harmdoing,” 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 (see Policy 2655).
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:**
    - 1) Copying from another student’s test paper.
    - 2) Using material during a test that is not authorized by the person giving the test.
    - 3) Collaborating with another student during the test without authority.
    - 4) Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of an unadministered test.
    - 5) 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** (Refer to Policy and Regulation 2130 – Harassment)—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. **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.

22. **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.)
23. **Vandalism**—Willful or deliberate destruction or defacement of school or personal property.
24. **Weapons**—A weapon shall be defined as any instrument or device customarily used for attack or defense against another person, including but not limited to, knives (including pocket knives), guns, instruments of the martial arts, fireworks, incendiary devices, irritants, or objects imitating any of these items, or any other instrument or device used to inflict injury or harm to another person.
25. **Weapon Possession/Use/Transfer** (Refer to Policy and Regulation 2620, Firearms and Weapons in School)—Possession of any weapon, knife (including pocket knives), gun, instrument, article including fireworks and instruments of the martial arts, or objects imitating these items that might be injurious to a person or property.

### **DISCIPLINE OF STUDENTS WITH DISABILITIES – Policy 2672, Regulation 2672**

The obligation and the responsibility to attend school regularly and to comply with the District's discipline policies applies to all students. When appropriate, 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.

### **DISCRIMINATION OF NONCURRICULAR PUBLICATIONS BY STUDENTS – Policy & Regulation 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 – Policy 2651**

**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. Hair must be a natural hair color.
14. Pajama pants and house shoes are not acceptable for school.
15. 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 – 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 – 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.

## **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.

## **ELEMENTARY 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.

## **ENROLLMENT**

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

Proof of residency	Birth Certificate (Kindergarten students)
Safe Schools Clearance from previous school	Immunization records
Emergency contact	Special Education students must have I.E.P.

## **EQUAL RIGHTS/DISCRIMINATION – Policy 1310**

The District designates the Assistant Superintendent for Business, 710 Lyon Street, Carthage, Missouri, phone number 417-359-7001, as the Compliance Officer to coordinate the Carthage R-IX School district's efforts to comply with the regulations implementing the following statutes: Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and the Age Discrimination Act of 1975. The responsibilities of the Compliance Officer are outlined in Regulation 1310.

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

The term "expulsion" refers to permanent exclusion from school. If a student consistently or egregiously refuses to conform to school policies, rules, and/or regulations, the Principal and Superintendent may recommend to the Board of Education that the student be expelled from school. The Board will review such recommendations and decide whether to proceed with an expulsion hearing.

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. A decision to expel a student requires the vote of a majority of those Board members present.

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. 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. § 536.020)
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 – 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 – 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 – Policy 2620**

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 laws.

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.

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.

#### **FLOWERS – Policy 1432**

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

#### **FOOD SERVICE MONEY PROCEDURES & PRICES**

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 envelopes will be turned in to the **lunch accountant**. One check can be written for lunch, breakfast, and milk for an entire family. Your family will have an account and your check will be debited to your account. Then, every time your child participates in any of the food services programs, your account will be credited. All meals should be paid for in **ADVANCE**. This is not a credit system and we cannot allow charges for meals. Statements will be sent out once a week to those students who have a balance in their account of \$3.00 or less. A negative balance will result in meals being denied the student until the account is paid in full and a positive balance is established to cover future meals. During this time, the student must bring a sack lunch, or make other arrangements for eating. Additional milk will cost 25 cents. We hope you understand that schools work on a budget and cannot extend credit. If extenuating circumstances exist with respect to your lunch bill, please contact the principal at your school. **DO NOT INCLUDE** any other money in your Food Service money envelope. Teachers will not see these envelopes.

<b>Meal Prices</b>	
Student	Breakfast - \$ .70
	Lunch - \$ 1.30
Adult	Breakfast - \$ 1.25
	Lunch - \$ 1.85

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.

### GRADING AND GRADING SCALE – Policy 6450

Students' grades are based on their academic performance. Students' grades will not be penalized for disciplinary matters.

Points accumulated on assignments, class contribution and participation, and tests will determine grades. The total points accumulated will be used to assign quarter grades. Semester grades will be the average of the two quarters in a given semester.

A	=	95 - 100%	C	=	74 - 76%
A-	=	90 - 94%	C-	=	70 - 73%
B+	=	87 - 89%	D+	=	67 - 69%
B	=	84 - 86%	D	=	64-66%
B-	=	80 - 83%	D-	=	60-63%
C+	=	77 - 79%	F	=	59%-Below

### HARASSMENT – Policy 2130

It is the policy of the District to maintain a learning environment that is free from harassment. The School District prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation. (Ref: District Policy 2130)

Any student who believes he/she has been the victim of harassment should report the alleged harassment to the principal, unless the principal is the alleged perpetrator, in which case the report should be to the Assistant Superintendent for Business at 359-7000. Definitions of harassment and procedures for reporting are outlined in Regulation 2130 and Form 2130.

### 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.

### 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 – Policy 6320, Regulation 6320

The Board of Education recognizes that it is important for students to have access to electronic-based research tools and master skills for their application to learning, problem solving, production of work, and presentation of information. The Board also recognizes that while these resources represent extraordinary learning opportunities and enriching educational materials, they also offer persons with illegal, immoral or inappropriate motives avenues for reaching students, teachers, staff, parents/guardians, and members of the community. Additionally, these resources present tempting opportunities for users to explore areas that are either confidential, have restricted access, are inappropriate, or are disruptive to the classroom or workplace. It is the purpose of District policy and regulations to outline acceptable student and employee behavior with respect to use of District technology and electronic resources.

### INTERVIEWS, INTERROGATIONS AND REMOVAL FROM SCHOOL – 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.

### **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 start checking out books. 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; however, checkout will stop for students who do not return their books on time.

### **NO CHILD LEFT BEHIND**

Our district is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110), 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 No Child Left Behind Programs**

This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the No Child Left Behind Act (NCLB).

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a

complaint. Such a complaint must be in writing, and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

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

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.

If there is not evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself.

Anyone wishing more information about this procedure or how complaints are resolved may contact local district or Department personnel.

#### **NONDISCRIMINATION AND STUDENT RIGHTS – Policy 2100**

The Board of Education reaffirms its belief that every student regardless of race, creed, color, sex, cultural or socioeconomic status or disabling condition be given equal opportunity for educational development. Any student who believes he/she has been the victim of harassment should report the alleged harassment to the principal, unless the principal is the alleged perpetrator, in which case the report should be to the Assistant Superintendent for Business at 359-7000. Definitions of harassment and procedures for reporting are outlined in Regulation 2130 and Form 2130.

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

The presence on school premises, in school vehicles, or at school activities of any 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 is prohibited.

#### **PARTIES/SNACKS**

All food served at birthday parties, class parties, or to be shared during snack time shall be prepackaged or prepared by a licensed outside vendor.

## **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), CD players/iPods, or cell phones 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.

## **PROHIBITION AGAINST FIREARMS AND WEAPONS – Policy 1433**

The prohibition against the possession of a weapon while on school property applies to weapons present in any and all vehicles parked on school property, regardless whether such weapon is concealed or openly displayed, and regardless whether such vehicle is owned and/or operated by a student, parent, patron, vendor, or any other person or entity, except as otherwise explicitly provided herein.

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 - and law enforcement officials will be notified. Non-students violating this policy will be directed to leave school premises, will be barred from all school premises and school activities for a period of one year, and law enforcement officials will be notified. Subsequent violations by the same individual will result in a permanent bar from school premises and school activities and notification of law enforcement officials.

An exception to the prohibitions set forth in this policy may be granted for individuals participating in authorized activities involving the use or possession of a weapon, such as Civil War reenactments, school-sanctioned gun safety courses, and student military or ROTC courses, provided the participants do 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.

## **PROMOTIONS AND RETENTIONS – 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, which is listed below.

### **Promotion and Retention of Students**

The Carthage R-9 School District is committed to the continuous development of students enrolled in the District's schools, and to student achievement of the skills for the current grade assignment for promotion to a higher grade. In evaluating student achievement, each teacher will make use of all available information, including results of teacher-made tests, other measures of skill and content mastery, standardized test results, and teacher observations of student performance. The principal will direct and aid teachers in student evaluations and will review grade assignments in order to ensure uniformity of evaluation standards. Retention may be considered when, in the

judgment of the professional staff, it is in the best educational interest of the student involved. Parents/ Guardians will receive prior notification and explanation concerning retention. However, the final decision will rest with the school administration.

### **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.

#### **Fourth Grade Students with Reading Improvement Plans**

Within forty-five (45) days of the conclusion of the fourth grade year, the District shall determine the reading level of the fourth grade students for whom reading improvement plans had been designed.

If the student is reading more than one year below grade level, the student shall be required to attend summer school to receive supplemental reading instruction. At the conclusion of summer school, the student's reading level will be determined again. If the student is reading below third grade level, the student shall not be promoted to fifth grade.

Students shall not be retained more than once on the basis of their inability to satisfy the third grade or fourth grade reading standards. However, the District may, at its discretion, retain any student with a reading improvement plan who does not complete summer school for supplemental reading instruction.

#### **Fifth and Sixth Grade Students**

The process of determining student reading levels shall be repeated on a yearly basis through the end of sixth grade, accompanied by a corresponding increase in the required reading level. The reading intervention process will also be applied to students who initially enter the District in grades four, five, or six and who have been determined to be reading below grade level.

The permanent record of students who are determined to be reading below the fifth grade level at the end of the sixth grade shall carry a notation stating that the student has been unable to meet the minimal reading standards. That notation will be removed from the student's record once the District determines that he or she has met the standards.

#### **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.

#### **Appeal of Retention Decisions**

Parents/guardians who wish to appeal a decision regarding a student's 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.

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

All instructional materials, including teachers' manuals, films, tapes, or other supplementary material that 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 as outlined in Policy 1610.

### **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-9 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-9 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-9 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 of 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-9 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-9 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.

### **REPORTING OF VIOLENT BEHAVIOR – 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.

### **SEARCHES BY SCHOOL PERSONNEL – 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.

### **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 – 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 No Child Left Behind Act of 2001, 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 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 – 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 – Policy 2640**

#### **Smoking**

The Board of Education believes that smoking and the use of any tobacco product is wrong, harmful, and detrimental to the health and well being of staff and students. Therefore the Board prohibits the use, sale, transfer, and possession of tobacco products 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.

### **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 – Policy 2662, Regulation 2662**

For disciplinary actions and/or the safety of students, if it becomes necessary to suspend a student the following rules will apply:

1. Parents will be contacted by phone and written explanation will follow.
2. While suspended the student will be responsible for all assigned work.
3. To reenter school the parent and student will meet with the principal and present finished work.
4. At the reentry conference a discipline plan will be developed.
5. If assigned work is not completed the student will be required to complete work in In-School Suspension (I.S.S.), at recess time, or after school.
6. Students will not be allowed to attend classes, be on school grounds, or attend or participate in any school-sponsored functions while suspended.

### **TEXTBOOK USAGE (STUDENTS) – 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 – Form 1621**

Dear Parent or Guardian:

Our district is required to inform you of certain information that you, according to the No Child Left Behind Act of 2001 (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 – 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.

### **VISITORS**

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.

### **WELLNESS – Policy 2750, Regulation 2750**

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. The goals of the District's wellness policy are as follows:

1. Provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors.
2. Support and promote proper dietary habits contributing to student's health status and academic performance.
3. Provide more opportunities for students to engage in physical activity.
4. The district is committed to improving academic performance.

## **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.

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

**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
<b>1. Tardiness</b>						
a. Excused	---	---	---	---	Letter to parents	Report to Juvenile Authorities
b. Unexcused	Teacher issued warning.	Parent notification	Parent conference, loss of free time, or ASD	Report to Juvenile Authorities	Report to Juvenile Authorities	Report to Juvenile Authorities
<b>2. Level I Inappropriate Behaviors</b>						
a. Disorderly or disruptive classroom conduct b. Disorderly or disruptive school conduct c. Malicious mischief d. Inappropriate playground behavior e. Threatening, bullying, or harassing another student f. Reckless/Endangering behavior g. Dress code violation (clothing will be changed) h. Failure avoidance i. Unfinished/incomplete work	Loss of free time, or A.S.D	Progression of loss of free time, or A.S.D	Referral to office, parent notification, loss of free time, or A.S.D	Referral to the office, parent notification, I.S.S., or S.S.D.	Referral to the office, parent conference, I.S.S. progression, or S.S.D.	Referral to the office, parent phone call, O.S.S.
<b>3. Level II Inappropriate Behaviors</b>						
a. Defiance of authority b. Lying/Forgery c. Scholastic Dishonesty (F Grade) d. Tobacco possession (Police Report) e. Profanity f. Pornography possession	Parent notification, I.S.S., loss of free time, A.S.D., or S.S.D.	Parent notification, I.S.S. progression, or S.S.D.	Parent notification, I.S.S. progression, or S.S.D.	Parent notification O.S.S. progression		
<b>4. Absences</b>						
a. Excused or Combination of both	---	---	---	---	Parent notification	Referral to Juvenile Authorities (10 days)
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 S.S.D.	Parent notification, 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.
<b>5. Fighting</b>	Parent notification, 1-3 days I.S.S. or O.S.S. – Safe Schools Report.	Parent notification, I.S.S. or O.S.S. progression, Safe Schools Report				

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
<b>6. Non-Sanctioned Group Activity (Gang)</b>	Parent notification, loss of free time, contact Juvenile Authorities.	Parent notification, I.S.S., contact Juvenile Authorities.	O.S.S., Safe Schools Report, Parent notification			
<b>7. Sexual Harassment</b>	Parent notification, Safe Schools Report, Penalties will be assigned according to the severity of the offense.					
<b>8. Theft or Vandalism</b>	Parent notification, Report to Juvenile Authorities, Restitution plus penalties will be assigned according to severity of the offense.					
<b>9. Assault</b>	Parent notification, loss of free time or I.S.S., Safe School Report.	Parent notification, I.S.S. or O.S.S., Safe School Report.	Parent notification, O.S.S., Safe Schools Report			
<b>10. Threats (including death threats or threats to use weapons)</b>	Parent notification, Safe School Report, I.S.S. or O.S.S. based on age, severity and level of disruption caused, O.S.S. (death threats).					
<b>11. Tobacco Use</b>	Parent notification, I.S.S., contact Juvenile Authorities.	Parent notification, O.S.S., contact Juvenile Authorities.	Parent notification, O.S.S. progression.			
<b>12. Alcohol/Drugs</b>						
a. Under the influence	Parent notification, Safe Schools Report, 5 days O.S.S.	Parent notification, Safe Schools Report, 10 days O.S.S. with recommendation for long-term suspension.				
b. Possession at school	Parent notification, Safe Schools Report, 10 days O.S.S.					
<b>13. Suspension Offenses</b>						
a. Arson b. Assault or threats on school personnel c. Extortion/Coercion/Blackmail d. Alcohol/Drug sale/imitator sale or distribution	Parent notification, 5 to 10 days O.S.S. with possible recommendation for long-term suspension.					
<b>14. Weapons Provision</b>	In accordance with Federal Law, any student who brings or possesses a weapon on school property will be suspended from school for at least one calendar year and will be referred to the appropriate legal authorities. <b>Refer to Board Policy 2620</b>					

**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**  
**REF: District Policy 2610, 2653, 2660**

O.S.S. – Out of School Suspension

I.S.S. – In School Suspension

A.S.D. – After School Detention

S.S.D. – Saturday School Detention

*Insert elem-jh calendar*

**ASSESSMENT SCHEDULE  
2008-2009**

<b>September</b>	<b><i>DIAL-3</i></b> Kindergarten	
<b>October 7</b>	<b><i>EXPLORE College Readiness Test (ACT)</i></b> Grade 9	
<b>October 15</b>	<b><i>Preliminary Scholastic Aptitude Test (PSAT)</i></b> Grades 10, 11 as needed	
<b>November 5</b>	<b><i>Preliminary ACT Study Skills and Interest Inventory (PLAN)</i></b> Grade 10	
<b>November 20</b>	<b><i>Armed Services Vocational Aptitude Battery (ASVAB)</i></b> Grades 10, 11, 12	
<b>February/March</b>	<b><i>Maculaitis Assessment of Competencies (MACII)</i></b> K-12 English Language Learners	
<b>March 23 – 27</b>	<b><i>Terra Nova Basic Achievement Battery</i></b> Grades 1, 2	
<b>March 30 – April 17</b>	<b><i>Missouri Assessment Program (MAP)</i></b> Communication Arts - Grades 3, 4, 5, 6, 7, 8, 11 Mathematics - Grades 3, 4, 5, 6, 7, 8, 10 Science – Grades 5, 8, 11	
<b>April 16 &amp; 17</b>	<b><i>DIAL-3</i></b> Kindergarten Screening	
<b>Throughout school year</b>	<b><i>End of Course exams</i></b> Algebra I English II Biology	
<b>Throughout school year</b>	<b><i>Denver Developmental Screening-2, DIAL-R, and DIAL-3</i></b> Early Childhood	
<b>Throughout school year</b>	<b><u>ACT Testing Dates</u></b>	<b><u>Registration Cutoff Dates</u></b>
	September 13, 2008	August 8, 2008
	*October 25, 2008	September 19, 2008
	December 13, 2008	November 7, 2008
	*February 7, 2009	January 2, 2009
	*April 4, 2009	February 27, 2009
	June 13, 2009	May 8, 2009

\*Testing will be offered by Carthage Senior High School on these dates

**Evaluation Services – Statewide Assessments**

**Policy 6440**

All students will participate in statewide assessments. 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 students who 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.

Adopted: December 15, 2003

**Student Handbook Form  
Carthage R-9 School District  
2008-2009**

The Student Handbook is prepared to assist the students at the Carthage elementary schools 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,

Brenten Byrd, Pleasant Valley Elementary  
Bob Goltra, Steadley Elementary  
Ronna Patterson, Fairview Elementary  
Sonia Resa, Columbian Elementary  
Laurel Rosenthal, 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 2007-2008 school year.

\_\_\_\_\_  
Student Name

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

# Carthage R-9 School District

## Parent Permission Letter

### Internet and Electronic Mail Permission Form

We are pleased to offer students of the Carthage R-9 Schools access to the district computer network for electronic mail and the Internet. To gain access to e-mail and the Internet, all students and their parents must sign and return this form to their teacher.

Access to e-mail and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet might contain items that are illegal, inaccurate, or potentially offensive to some people. The district does provide a filter on the Internet, SonicWall, which is updated weekly. Sites are added daily and it takes some time for a site to be visited and evaluated by the filtering software system.

While it is our intent to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Carthage R-9 Schools support and respect each family's right to decide whether or not to apply for access.

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### District Internet and E-Mail Rules

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. **Access is a privilege - not a right. Access requires responsibility.**

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

Network storage areas will be treated like school lockers. Network managers may review files and communications to maintain system integrity and insure that users are using the system responsibly. **Users should not expect that files stored on district servers will always be private.**

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Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

The following are not permitted:

- Sending or displaying offensive messages or pictures
- Blogging on unapproved sites
- Posting of personal information on public sites
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging computers, computer systems, or computer networks
- Violating copyright laws
- Using another's password
- Trespassing in another's folders, work, or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes

Violations may result in a loss of access as well as other disciplinary or legal action.

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### **User Agreement and Parent Permission Form 2008**

As a user of the Carthage R-9 Schools computer network, I hereby agree to comply with the above stated rules – communicating over the network in a reliable fashion while honoring all relevant laws and restrictions.

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

As the parent or legal guardian of the minor student signing above, I grant permission for my son or daughter to access networked computer services such as electronic mail and the Internet. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance.

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

Name of Student \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_